



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

MARCH 14, 2017

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, March 14, 2017
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, Alberta**

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the February 28, 2017 Regular Council Meeting	7
DELEGATIONS:	4.	a) Grade 6 Class – Ridgeview Central School (10:30 a.m.)	
		b)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b) Municipal Planning Commission Meeting Minutes	19
		c) Public Works Committee Meeting Minutes	29
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		e)	
GENERAL REPORTS:	6.	a) CAO Report	41
		b)	
TENDERS:	7.	a) None	

PUBLIC HEARINGS: Public Hearings are scheduled for 1:00 p.m.

- | | | | |
|----|----|---|----|
| 8. | a) | Bylaw 1059-17 Land Use Bylaw Amendment to Rezone Part of C of T SW 11-106-15-W5M from Hamlet Country Residential 1 "HCR1" to La Crete General Commercial "GC1" (La Crete) | 57 |
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ADMINISTRATION:

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| | c) | Fairview & District Chamber of Commerce – Highway to a Better Business Conference Sponsorship Request | 73 |
| | d) | Caribou Update (to be presented at the meeting) | |
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| | f) | | |
| | g) | | |

AGRICULTURE SERVICES:

- | | | | |
|-----|----|--|--|
| 10. | a) | | |
| | b) | | |

COMMUNITY SERVICES:

- | | | | |
|-----|----|--|----|
| 11. | a) | Insurance and Recognition of Fire Services | 77 |
| | b) | | |

FINANCE:

- | | | | |
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| 12. | a) | Short Term Borrowing Bylaws | 79 |
| | b) | Reserve Policies | 89 |
| | c) | Policy ADM002 Vehicle Usage | 123 |
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| | e) | Policy FIN026 Tangible Capital Assets Accounting | 133 |
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OPERATIONS:	13.	a)	Gravel Truck	143
		b)		
PLANNING & DEVELOPMENT:	14.	a)	01-SUB-17 Sewer Easement Request on Plan 142 5000, Block 5, Lot 2	145
		b)	Fort Vermilion Airport – Wildlife Fence	171
		c)		
UTILITIES:	15.	a)	La Crete Sanitary Sewer Expansion Study Proposal Award Recommendation	175
		b)		
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	177
IN CAMERA SESSION:	17.	a)	Legal	
		b)	Labour	
		c)	Land	
			• Crown Land Negotiations	
NOTICE OF MOTION:	18.	a)		
NEXT MEETING DATES:	19.	a)	Committee of the Whole Meeting March 28, 2017 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting March 29, 2017 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	20.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the February 28, 2017 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 28, 2017, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meetings minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the February 28, 2017, Regular Council Meeting be adopted as presented.

Author: C. Gabriel Reviewed by: CG CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, February 28, 2017
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, Alberta**

PRESENT:

Bill Neufeld	Reeve
Lisa Wardley	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor (arrived at 10:03 a.m.)
Josh Knelsen	Councillor
Walter Sarapuk	Councillor
Ray Toews	Councillor (teleconference)

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
David Fehr	Director of Operations
Fred Wiebe	Director of Utilities
Byron Peters	Director of Planning & Development
Doug Munn	Director of Community Services
Grant Smith	Agricultural Fieldman
William (Bill) Kostiw	Intergovernmental Relations & Special Projects Coordinator
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Jessica Ruskowsky	Executive Assistant to the CAO

ALSO PRESENT: Members of the Public and the Media
Grade 6 Students – Ridgeview Central School

Minutes of the Regular Council meeting for Mackenzie County held on February 28, 2017
in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:01 a.m.

Mrs. Karie Becker and Mrs. Valerie Clark's grade six classes

from Ridgeview Central School were present to observe the Council meeting.

The students held an election for the position of Junior Reeve. Kyanna Peters was elected the Junior Reeve and took a seat next to the Reeve.

AGENDA:

2. a) Adoption of Agenda

MOTION 17-02-128

MOVED by Councillor Sarapuk

That the agenda be approved with the following additions:

- 9. d) Municipal Census
- 9. e) Fire Hall Recognition
- 10. a) VSI Subsidy Increase
- 17. a) Negotiations

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the February 14, 2017, Regular Council Meeting

Councillor Jorgensen arrived at 10:03 a.m.

MOTION 17-02-129

MOVED by Deputy Reeve Wardley

That the minutes of the February 17, 2017, Regular Council Meeting be adopted as presented.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

5. a) Council Committee Reports

MOTION 17-02-130

MOVED by Councillor Knelsen

That the Council committee reports be received for information.

CARRIED

5. b) Agricultural Service Board Meeting Minutes

MOTION 17-02-131

MOVED by Councillor Driedger

That the minutes of the February 9, 2017 Agricultural Service Board Meeting be received for information.

CARRIED

5. c) Municipal Planning Commission Meeting Minutes

MOTION 17-02-132

MOVED by Councillor Bateman

That the Municipal Planning Commission meeting minutes of February 9, 2017 be received for information.

CARRIED

ADMINISTRATION:

9. c) Caribou Update

MOTION 17-02-133

MOVED by Councillor Jorgensen

That the caribou update be received for information.

CARRIED

DELEGATIONS:

4. a) Grade 6 Students – Ridgeview Central School

The grade 6 students were given an opportunity to present questions to Council:

1. Can we get a swimming pool in La Crete?
This is a question we receive many times, however many people don't want it. The majority voted no when a plebiscite was held. At this time the County is not willing to go there.
2. Why do you want to become Councillors?
To provide input into what happens in the community and to make your community a better place. To stand up for the people you represent as we are elected by the people in our ward. However we are supposed to work together as a whole council. We all have different personalities and interests and contribute differently to the discussions. We all debate issues and give the municipality direction.
3. Why are you over your snow plowing budget? Are there other budgets that are under that you could transfer money from?
The CAO responded that we look after all budgets and that the snow plow budget was not over budget. Mrs. Becker clarified that the student's question was an example from their textbook. This was a good example of

how rumors start and encouraged the students to make sure to get the facts and ask questions.

Deputy Reeve Wardley commented that services like snowplowing is an essential service and the municipality would find the money to ensure the roads are safe for ambulances, school buses, etc. and that we may have to cut in other areas to cover costs of essential services. Councillor Sarapuk also commented that we have operating reserves for emergencies.

4. What do you spend most of your money on?
Most of our operating budget is spent on transportation services (roads) and water and sewer services.
5. Why don't you have an odd number of Councillors?
Sometimes a Councillor is missing and then the number would be odd anyway. When a vote is tie then the motion is lost/defeated, this does not usually happen. We are a Specialized Municipality and have additional rules when voting on certain issues (ie. Budget) and must have a two-thirds vote. When all Council is present that would be seven out of the ten votes.
6. Can we get an indoor basketball court?
Recreational facilities are provided by the Recreation Board and they bring forward requests annually for various services in each community.
7. A question was asked regarding why The Brick did not come to La Crete and why La Crete doesn't apply for Town status.
It is up to business owners if they wish to set up businesses in different communities. Most Towns have a higher tax rate. The County shares its revenue from all its communities and that keeps the tax rates down.

Reeve Neufeld recessed the meeting at 10:48 a.m. and reconvened the meeting at 10:58 a.m.

DELEGATIONS:

4. b) Odell Flett – Hamlet Boundaries

MOTION 17-02-134

MOVED by Councillor Jorgensen

That administration clarify the inquiry regarding the Ward 7 boundary.

CARRIED

GENERAL REPORTS: 6. a) None

PUBLIC HEARINGS: 8. a) None

ADMINISTRATION: 9. a) **Genesis Reciprocal Insurance Exchange Annual General Meeting**

MOTION 17-02-135 **MOVED** by Deputy Reeve Wardley

That the Chair of the Finance Committee be appointed to act as proxy at the Annual General Meeting of the Genesis Reciprocal Insurance Exchange on March 20, 2017 in Edmonton.

CARRIED

ADMINISTRATION: 9. b) **La Crete Long Term Care – Staffing Cuts**

MOTION 17-02-136 **MOVED** by Councillor Toews

That the La Crete long term care staffing cuts be received for information.

DEFEATED

MOTION 17-02-137 **MOVED** by Councillor Jorgensen

That administration request a meeting with the Minister of Health and Deputy Minister of Health, Carl Amrhein, to discuss health care needs in the region.

CARRIED

MOTION 17-02-138 **MOVED** by Councillor Toews
Requires 2/3

That \$50,000 be transferred from the General Operating Reserve to cover the wages of a Personal Care Attendant at the La Crete Long Term Care facility.

Councillor Driedger requested a recorded vote.

In Favor
Reeve Neufeld
Councillor Braun
Councillor Toews

Opposed
Councillor Derksen
Councillor Sarapuk
Councillor Driedger
Deputy Reeve Wardley

Councillor Jorgensen
Councillor Knelsen
Councillor Bateman

DEFEATED

Reeve Neufeld recessed the meeting at 12:05 p.m. and reconvened the meeting at 12:50 p.m.

ADMINISTRATION:

9. d) Municipal Census (ADDITION)

MOTION 17-02-139

Requires Unanimous

MOVED by Deputy Reeve Wardley

That a municipal census be completed in 2018 in coordination with the Regional Economic Development Initiative.

DEFEATED

ADMINISTRATION:

9. e) Fire Hall Recognition (ADDITION)

MOTION 17-02-140

Requires Unanimous

MOVED by Councillor Knelsen

That administration ensure that the County fire halls be added to municipal maps for recognition for insurance purposes.

CARRIED

**AGRICULTURE
SERVICES:**

10. a) VSI Subsidy Increase

MOTION 17-02-141

Requires 2/3

MOVED by Councillor Sarapuk

That the Agricultural Service Board operating budget be amended to include an additional \$5,000 for the VSI requisition increase with funding coming from the General Operating Reserve.

CARRIED UNANIMOUSLY

**COMMUNITY
SERVICES:**

11. a) None

FINANCE:

12. a) None

OPERATIONS: 13. a) None

Councillor Derksen stepped out of the meeting at 1:03 p.m.

PLANNING & DEVELOPMENT: 14. a) Bylaw 1041-16 Road Closure Request for the South side of SW 18-104-17-W5M (Blue Hills Area)

MOTION 17-02-142 MOVED by Councillor Knelsen

That second reading be given to Bylaw 1041-16 being a Road Closure Bylaw to close all of the Government Road Allowance adjoining the south boundary of SW 18-104-17-W5M for the purpose of sale and consolidation.

CARRIED

MOTION 17-02-143 MOVED by Councillor Braun

That third reading be given to Bylaw 1041-16 being a Road Closure Bylaw to close all of the Government Road Allowance adjoining the south boundary of SW 18-104-17-W5M for the purpose of sale and consolidation.

CARRIED

Councillor Derksen rejoined the meeting at 1:08 p.m.

PLANNING & DEVELOPMENT: 14. b) Bylaw 1049-16 Road Closure Request for the West Side of NW 11-108-13-W5M (Fort Vermilion Area)

MOTION 17-02-144 MOVED by Councillor Braun

That second reading be given to Bylaw 1049-16 being a Road Closure Bylaw to close a portion of government road allowance adjoining the west boundary of NW 11-108-13-W5M for the purpose of consolidation.

CARRIED

MOTION 17-02-145 MOVED by Councillor Sarapuk

That third reading be given to Bylaw 1049-16 being a Road Closure Bylaw to close a portion of government road allowance adjoining the west boundary of NW 11-108-13-W5M for the purpose of consolidation.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. c) Policy DEV001 Urban Development Standards and
Policy DEV007 Rural Development Standards –
Clarification for Oversizing Procedures**

MOTION 17-02-146

MOVED by Deputy Reeve Wardley

That Policy DEV001 Urban Development Standards be approved as amended.

CARRIED

MOTION 17-02-147

MOVED by Councillor Knelsen

That Policy DEV007 Rural Development Standards be approved as amended.

CARRIED

UTILITIES:

15. a) None

INFORMATION:

16. a) Information/Correspondence

MOTION 17-02-148

MOVED by Councillor Driedger

That the information/correspondence items be received for information.

CARRIED

Reeve Neufeld recessed the meeting at 1:24 p.m. and reconvened the meeting at 1:48 p.m.

IN-CAMERA SESSION: 17. In-Camera Session

MOTION 17-02-149

MOVED by Councillor Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 1:49 p.m.

17. a) Legal

- Negotiations

17. a) Labour

- Organizational Chart

17. a) Land

CARRIED

MOTION 17-02-150 **MOVED** by Councillor Sarapuk

That Council move out of camera at 2:09 p.m.

CARRIED

IN-CAMERA: **17. a) Legal - Negotiations**

MOTION 17-02-151 **MOVED** by Councillor Driedger

That administration be authorized to purchase at public auction two 2016 new dodge pickups and a dump truck subject to price.

CARRIED

IN-CAMERA: **17. b) Labour – Organizational Chart**

MOTION 17-02-152 **MOVED** by Councillor Jorgensen

That the organizational chart be TABLED to later in the meeting.

CARRIED

TENDERS: **7. a) La Crete Sanitary Sewer Expansion Study**

MOTION 17-02-153 **MOVED** by Councillor Knelsen

That the La Crete Sanitary Sewer Expansion Study proposals be opened.

CARRIED

<u>Bidder</u>	<u>Bid Price</u>
Helix Engineering Ltd.	\$95,751.00
WSP	\$29,184.00
MPE Engineering	\$52,904.00

MOTION 17-02-154 **MOVED** by Deputy Reeve Wardley

That administration reviews the La Crete Sanitary Sewer Expansion Study proposals, according to the matrix, and that a recommendation for best qualified bidder be brought back to the next council meeting.

CARRIED

MOTION 17-02-155

MOVED by Councillor Jorgensen

That council move in-camera at 2:17 p.m. to further discuss the organizational chart.

CARRIED

Only Councillors were present during the in-camera discussion.

MOTION 17-02-156

MOVED by Councillor Jorgensen

That council move out of camera at 2:35 p.m.

CARRIED

MOTION 17-02-157

MOVED by Councillor Jorgensen

That the Organizational Chart be approved as presented including the following changes:

- Facilities, parks, and recreation board ground maintenance – Community Services
- Indigenous relations – Community Services
- Aggregate - Operations

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATES: 19. a) Regular Council Meeting
March 14, 2017
10:00 a.m.
Fort Vermilion Council Chambers

b) Committee of the Whole Meeting
March 28, 2017
10:00 a.m.
Fort Vermilion Council Chambers

c) Regular Council Meeting
March 29, 2017
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 17-02-158 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 2:41 p.m.

CARRIED

These minutes will be presented to Council for approval on March 14, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the March 2, 2017 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: B. Peters Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of March 2, 2017 be received for information.

Author: B. Peters **Reviewed by:** _____ **CAO:** _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, March 2, 2017 @ 10:00 a.m.

- PRESENT:** John W. Driedger Chair, Councillor, MPC Member
Erick Carter Vice Chair, MPC Member
Jacquie Bateman Councillor, MPC Member
Jack Eccles MPC Member
Beth Kappelar MPC Member
- ADMINISTRATION:** Byron Peters Director of Planning and Development
Liane Lambert Planner
Lynda Washkevich Administrative Assistant/Recording Secretary
Hayley Gavin Planner
Caitlin Smith Development Officer
- DELEGATE** Dnyanesh Deshpande Green Space Alliance
- MEMBERS OF PUBLIC** James Rosenberger
Ricky Rosenberger

MOTION 1. CALL TO ORDER

John W. Driedger called the meeting to order at 9:58 a.m.

2. ADOPTION OF AGENDA

MPC-17-03-019 MOVED by Erick Carter

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-17-03-020 MOVED by Beth Kappelar

That the minutes of February 9, 2017 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

None.

6. **SUBDIVISION**

a) **01-SUB-17 Frank & Agnes Rosenberger
Residential Condominium District (Fort Vermilion)
Plan 1425000, Block 05, Lot 02**

MPC-17-03-021 MOVED by Erick Carter

That the Municipal Planning Commission recommend to Council to accept the easement offer made by the developer, subject to the review of the existing sewer line and that all cost associated to infrastructure improvement be paid for by the County.

CARRIED

MPC-17-03-022 MOVED by Beth Kappelar

That this item be TABLED until Council makes a decision regarding the easement.

CARRIED

John W. Driedger called a recess at 11:00 a.m. and reconvened at 11:07 a.m.

5. **DEVELOPMENT**

a) **023-DP-17 Sommerfeld Mennonite Church
Church Building with Two Setback Variances
Agricultural "A" (Bluehills)
Part of SE 13-104-18- W5M**

MPC-17-03-023 MOVED by Jack Eccles

That Development Permit 023-DP-17 on Part of SE 13-104-18-W5M in the name of Sommerfeld Mennonite Church be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void

1. Two (2) 50% **Setback Variances** for the Church building is hereby granted. The Church building shall be 7.62 meters (25 feet) from the rear (West) property line and 7.62 meters (25 feet) from the side (North) property line.
2. Remaining minimum building setbacks:
 - a) 41.14 meters (135 feet) from the road allowance, and
 - b) 15.2 meters (50 feet) from the side (South) property line.
3. **The Church building shall meet all Alberta Safety Codes requirements for Public/Institutional buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit null and void.**
4. The Church building shall require the architecture, construction materials and appearance of buildings and other structures to be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6) **SUBDIVISION**

- b) **02-SUB-17 Jake Wolfe
Rural County Residential 2&3(RC2 & RC3)
(High Level Rural)
Part of NW-31-109-18-W5M**

MPC-17-03-024 MOVED by Beth Kappelar

That Subdivision application 02-SUB-17 in the name of Jake Wolfe on Plan 092 4953, Block 2, Lot 1 (Part of NW-31-109-18-W5M) be APPROVED with the following conditions:

This approval is for a **ROAD PLAN**, approximately 0.94 Acres (0.38 ha) in size.

This approval is also for a **Boundary Adjustment** to reduce Lot 1 from 6.37acres (2.58 ha) down to approximately 4.20 acres (1.70 ha) in size.

1. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) **Any future development on Part of NW 31-109-18-W5M will require a new Area Structure Plan in accordance to Mackenzie County Standards and Alberta Transportations Standards.**
 - c) **Further development of future lots on the NW 31-109-18-W5M will require the construction of the road to current Municipal Standards for the current zoning district.**
 - d) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or

correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

**c) 03-SUB-17 Jake Wolfe
Agricultural "A" (High Level Rural)
NW 34-109-17 W5M**

MPC-17-03-025 MOVED by Jacquie Bateman

That Subdivision Application 03-SUB-17 in the name of 693428 Alberta Ltd. on NW 34-109-17-W5M be APPROVED with the following conditions:

1. This approval is for a **Type B** subdivision, 10.62 acre parcel in size (4.298 hectares)
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to both the subdivision and the remnant of the quarter in accordance with Mackenzie County standards at the developer's expense.
 - I. Alberta Transportation requires the following:
 - i. Dedication of a 30 meter wide service road right-of-way across the highway frontage of the proposed parcel, at no cost to the department. Alberta Transportation will accept the service road dedication by caveat.
 - ii. No direct highway access will be considered as a result of subdivision or development, to the remnant portion of NW 34-109-17-W5M. Access will via local road.
 - c) Enter into a Road Acquisition agreement for the westerly 5.18 meters of the NW 34-109-17-W5M that is required for future road widening.
 - d) All sewage disposals shall conform to the Alberta Private

Sewage Systems Standard of Practice 2015.

- I. The existing pumpout sewer shall be removed, or relocated to meet setback requirements. Proof of removal or relocation shall be provided. **This shall be completed prior to registration of the subdivision at Alberta Land Titles.**
- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

a) Action List

For Information

8. IN CAMERA

a) None

9. MEETING DATES

❖ Thursday, March 16, 2017 @ 10:00 a.m. in Fort Vermilion

- ❖ Thursday, April 6, 2017 @10:00 a.m. in La Crete
- ❖ Thursday, April 20, 2017 @ 10:00 a.m. in Fort Vermilion

4. DELEGATE

- a) **Dnyanesh Deshpande, Green Space Alliance, Land Use Bylaw Update**

MPC-17-03-026 MOVED by Jack Eccles

That the presentation regarding the Land Use Bylaw update made by Green Space Alliance be received for information.

CARRIED

10. ADJOURNMENT

MPC-17-03-027 MOVED by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 1:02 p.m.

CARRIED

These minutes were adopted this 16th day of March, 2017.

John W. Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Dave Fehr – Director of Operations
Title:	Public Works Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the March 6, 2017 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Public Works Committee unapproved minutes of March 6, 2017 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

MACKENZIE COUNTY
Public Works Committee Meeting
March 7, 2017
1:00 p.m.
La Crete, Conference Room

MINUTES

PRESENT: Bill Neufeld Reeve
Josh Knelsen Councillor, Chair
John W. Driedger Councillor, Vice Chair
Jackie Bateman Councillor
Peter Braun Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Dave Fehr Director of Operations
Fred Wiebe Director of Utilities
Doug Munn Director of Community Services
Willie Schmidt Manager of Fleet Maintenance
Jessica Ruskowsky Executive Assistant to the CAO
Bill Hiebert Public Works Supervisor (South)
Sylvia Wheeler PW Admin Officer/Recording Secretary
Madison Dyck Admin Assistant

OTHERS: George Fehr ATCO
Leeza Leishman ATCO
Mike Petkus Finning

CALL TO ORDER: 1. a) **Call to Order**

Chair Knelsen called the meeting to order at 1:01 p.m.

AGENDA: 2. a) **Adoption of Agenda**

MOTION PW-17-03-001 MOVED by Councillor Braun

That the agenda be adopted with the following corrections and additions:

4. a) Representative for ~~John Deere~~ Finning

4. b) ATCO

5. e) Little Red

5. f) Traffic Counter

CARRIED

MINUTES: 3. a) Adoption of Minutes from November 10, 2016

MOTION PW-17-03-002 MOVED by Councillor Bateman

That the minutes from November 10, 2016 Public Works Committee be adopted as amended.

CARRIED

DELEGATIONS: 4. b) ATCO

George Fehr and Leeza Leishman attended to inquire what projects are scheduled to go forward in 2017 that may involve ATCO.

- Light pole heads are being switched out with LED heads
- 94th Ave Project will get LED heads and lights
- Remainder of 94th Ave will get LED
- 23 light poles in hamlet of La Crete are rusting because they are buried underground
- The poles need 18" extension
- 6 poles will need whole new base
- \$85,000 was the approximate quote given a year or 2 ago
- Possible new quote for 2017, as the crew would be local may be \$50,000, approximately

MOTION PW-17-03-003 MOVED by Councillor Braun

That Administration works with ATCO as per the 2017 summer projects.

CARRIED

4. a) Representative for Finning

Mike Petkus attended to changes to ordering graders in 2018, grader hours and buyback options.

MOTION PW-17-03-004 MOVED by Reeve Neufeld

That the items discussed be received for information.

CARRIED

Chair Knelsen recessed the meeting at 1:56 and reconvened at 2:06.

NEW BUSINESS: 5. a) Vehicles – Evaluation of Submissions

MOTION PW-17-03-005 MOVED by Councillor Bateman

That Administration investigates purchasing used SUV's and used ½ Ton trucks and bring those findings back to the next Public Works Committee Meeting.

CARRIED

MOTION PW-17-03-006 MOVED by Councillor Braun

That the Administration proceeds with purchasing the 2 (two) ¾ Ton trucks and the single 2 Ton truck from Northstar Chrysler.

CARRIED

5. b) Gravel Truck Info

Administration attended the Richie Brothers Auction Sale in Edmonton. It was evident that \$60,000 is not enough money to purchase a used gravel truck.

MOTION PW-17-03-007 MOVED by Councillor Driedger

That the recommendation to Council be to add an additional \$30,000 to the Gravel Truck capital purchase.

CARRIED

5. c) Rocky Lane Rural Water Alignment

MOTION PW-17-03-008 MOVED by Councillor Bateman

That the item be received for information.

CARRIED

5. d) Blue Hills Rural Water Alignment

MOTION PW-17-03-009 MOVED by Reeve Neufeld

That the item be received for information.

CARRIED

5. e) Little Red

Administration informed the Committee that Little Red has been having water issues lately. The County has been working with them to ensure they have water for their residents.

MOTION PW-17-03-010 **MOVED** by Councillor Driedger

That the item be received for information.

CARRIED

5. f) Traffic Counter

The discussion was about having traffic counts to assist in road repairs and upgrades. Concerns were voiced about how accurate the traffic counter has been in the past and how accurate it will/would be in the future.

MOTION PW-17-03-011 **MOVED** by Councillor Driedger

That the discussion be received for information.

CARRIED

**INFORMATION /
CORRESPONDANCE:**

6. a) None

**NEXT MEETING
DATE:**

9. Next meeting – Monday, April 10, 2017 at 10:00 a.m. at the La Crete office

ADJOURNMENT:

10. Adjournment

MOTION PW-17-03-012 **MOVED** by Councillor Braun

That the Public Works Committee Meeting be adjourned at 3:25 p.m.

CARRIED

These minutes were adopted at _____ meeting.

Josh Knelsen, Chair

Dave Fehr, Director of Operations



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Dave Fehr – Director of Operations
Title:	Tompkins Crossing Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the March 7, 2017 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Tompkins Crossing Committee unapproved minutes of March 7, 2017 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Tompkins Crossing Committee
March 7, 2017 10:00 a.m.
La Crete Conference Room**

PRESENT: Bill Neufeld Reeve
Peter Braun Councillor/Chair
John W. Driedger Councillor/Vice Chair
Josh Knelsen Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Dave Fehr Director of Operations
Bill Hiebert Supervisor of Public Works (South)
Sylvia Wheeler Public Works Admin Officer /
Recording Secretary
Madison Dyck Public Works Admin Assistant

OTHERS: George Driedger Ice Bridge Sub-Contractor
Abe Driedger Ice Bridge Sub-Contractor

CALL TO ORDER: **1. a) Call to Order**

Dave Fehr, Director of Operations, called the meeting to order at 10:01 a.m.

AGENDA: **2. a) Adoption of Agenda**

MOTION TC-17-03-001 **MOVED** by Councillor Driedger

That the agenda be adopted as presented.

CARRIED

ORGANIZATION **3. a) Election of Chair**

Dave Fehr called for nominations for the position of Chair of Tompkins Crossing Committee for the period of March 7, 2017 to October 2017.

First Call: Councillor Driedger nominated Councillor Braun.
ACCEPTED

Second Call: No further nominations.

Third Call: No further nominations.

MOTION TC-17-03-002 **MOVED** Reeve Neufeld

That nominations cease for the position of Chair.

CARRIED

Councillor Braun was **acclaimed** as Chair of Tompkins Crossing Committee for the period of March 7, 2017 to October 2017.

3. b) Election of Vice Chair

Dave Fehr called for nominations for the position of Vice Chair of Tompkins Crossing Committee for the period of March 7, 2017 to October 2017.

First Call: Councillor Braun nominated Councillor Knelsen.
DECLINED

Second Call: Councillor Knelsen nominated Councillor Driedger.
ACCEPTED

Third Call: No further nominations.

MOTION TC-17-03-003 MOVED Councillor Knelsen

That nominations cease for the position of Vice Chair.

CARRIED

Councillor Driedger was **acclaimed** as Vice Chair of Tompkins Crossing Committee for the period of March 7, 2017 to October 2017.

3. c) Turnover of Chair

Dave Fehr turned over the Chair to the newly elected Chair of Tompkins Crossing Committee.

MINUTES:

4. a) Adoption of Minutes from August 25, 2016

MOTION TC-17-03-04 MOVED by Councillor Driedger

That the minutes from August 25, 2016 be adopted as presented.

CARRIED

DELEGATIONS: 5. a) None

NEW BUSINESS: 6. a) **Review / Discussion of Ice Crossing**

- Discussed historical data of ice bridge comparing to current season
- Ice bridge opened approximately 2-3 weeks later than usual
- On a steady level ice measures increased more rapidly than usual
- On average full capacity was reached earlier or on par with other years
- Committee and Sub-Contractors discussed how well the works relationship has been this season
- Concerns were voiced about the amount of sand/salt on the hills that gets distributed onto the ice bridge, ideas about how to correct this were discussed

MOTION TC-17-03-005 **MOVED** by Reeve Neufeld

That the discussion be received for information.

CARRIED

6. b) Water Levels

A handout showing water levels on the Peace River at Fort Vermilion and Carcajou from January of 2009 to present was presented and discussed.

MOTION TC-17-03-006 **MOVED** by Councillor Driedger

That the information be received for information.

CARRIED

**INFORMATION /
CORRESPONDANCE:** 7. a) None

ADDITIONS: 8. a) None

NEXT MEETING: 9. a) At the Call of the Chair

ADJOURNMENT: 10. a) Adjournment

MOTION TC-17-03-007 MOVED by Reeve Neufeld

That the meeting be adjourned at 11:06 a.m.

CARRIED

These minutes were adopted at the _____ meeting.

Peter Braun , Chair

**Dave Fehr,
Director of Operations**

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports for February 2017 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the CAO report for February 2017 be received for information.

Author: C. Gabriel Reviewed by: _____ CAO: _____

MONTHLY REPORT OF THE CHIEF ADMINISTRATIVE OFFICER TO COUNCIL

Len Racher, CAO

For the month of February

Date	Comments
Other February Meetings	1 st Tri-Council Meeting – High Level 8 th Managers Meeting – Fort Vermilion 9 th Agricultural Service Board Meeting – Fort Vermilion 10 th AAMDC Zone Meeting – Girouxville, Alberta 14 th Council Meeting – Fort Vermilion 27 th Committee of the Whole Meeting – Fort Vermilion 28 th Council Meeting – Fort Vermilion
February 15-17	Management workshop in Edmonton Attended the Brownlee “Emerging Trends in Municipal Law 2017” Session where they discussed the latest issues in the MGA that impact municipalities. They walked us through the Intermunicipal Collaboration Frameworks that will be put in place, how Planning and Development is going to change, the updates to taxation and Assessments, and allowed a bear pit session for general questions to be answered by lawyers that specialize in the given areas.
February 21-23	Growing the North Conference in Grande Prairie They had many great speakers with knowledge of the different technologies that are coming up and advancements in science that we are going to be seeing a lot more of in the future. Next year’s conference is already scheduled for February 21-22, 2018 again at the Evergreen Park in Grande Prairie
February 22	Executive Assistant met with Municipal Affairs Grants Department to discuss the different grants in progress and coming up. The department was very helpful in setting up the online application system for us so she can apply online. This system populates many of the answers pre-entered to help applicants apply faster and for more grants.
February 24	Meetings in Edmonton for a discussion over federal grants and how to work together with the provincial and federal government to get funding approved. Some grants require the province to work in partnership with the federal grants program staff to come to an awarding decision, and we wanted clarification on this process.

MONTHLY REPORT OF THE CHIEF ADMINISTRATIVE OFFICER TO COUNCIL
 Len Racher, CAO

February 24 Meeting with Tim Toth, Alberta Government Senior Transboundary Advisor. Bill Kostiw set up a meeting with Tim Toth prior to discuss the BC Hydro dam and the implications of its construction. Unfortunately, Tim Toth cancelled the meeting just prior to our arrival.

Beginning of March Meetings 1st Finance Committee Meeting
 2nd Industrial Assessment Meeting for CAO's with Municipal Affairs at County of Grande Prairie office
 3rd RMRF Municipal Law Seminar – Grande Prairie
 6th Meeting with WSP touch base on projects – La Crete
 6th Public Works Committee Meeting – La Crete
 6th Managers Meeting – La Crete
 7th Tompkins Crossing Meeting – La Crete

Other	Comments
STIP Grant Application	February 3 rd the STIP Grant Applications were submitted by WSP on behalf of the County for the two Bridge Projects in Bluehills.
Director of Finance	Peng Tian is no longer our Director of Finance. We are currently advertising for applications towards the Director of Finance position.
Summer staff	Our Summer Seasonal Staff and the Weed Inspector Positions have opened for applications.
New Employees	We have filled the Equipment Operator II position, the RCMP Clerical Support – Fort Vermilion/La Crete, and a Casual Finance Clerk – Fort Vermilion.
Director of Community Services Finance Controller	On February 21, Our new Director of Community Services Doug Munn, and Finance Controller Reuben Friesen begun their new positions. So far they fit in exceptionally well and we appreciate the experience and knowledge they bring to the team.

Respectfully,

Len Racher
 Chief Administrative Officer

MONTHLY REPORT TO THE CAO

For the month of March, 2017

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. Province has initiated the process internally, and it is mentioned in the AEP Business Plan
Community Infrastructure Master Plans	Q2 2017	Final copies of all drafts have been received. First draft of offsite levies received. Offsite levy discussion will be taken to council once we are confident with the calculations and methodology used.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Community Investment Readiness package	Q1 2017	REDI is purchasing the Townfolio web portal for each of the member municipalities. Our info will be available from Townfolio and as an extension from our website.
Economic Development Strategy	ongoing	Have been focusing on broadband, and also on other opportunities that align with provincial grant opportunities. Applying for the Final Mile grant for internet to HL Airport.
Streetscape	Ongoing	Arranging meetings for early March in order to prioritize projects, seek matching funding, etc.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q2 2017	Sign installation is substantially complete, but there are 170 signs that still need to be

		installed. Information has been sent to Telus/911 in order for the system to 'go live'.
Land Use Bylaw review	2016-17	Draft two has been received. Open houses scheduled for March 1 st & 2 nd had a lower turnout than we hoped for. Project is slightly behind schedule, completion is now looking like end of April.
Airport Planning	2016-17	Will be reviewing the AVPA this summer, installing the AWOS, and determining other priorities to ensure the longevity of the airports.

Personnel Update:

Nothing new to report.

Other Comments:

I enjoyed my vacation, and have been busy since I returned.

Presented at the FireSmart Community Series in Whitecourt in March regarding the FireSmart aspect of our LUB amendments. Many communities and jurisdictions were really curious to hear about our project.

Hayley presented to the Standing Committee on Alberta's Economic Future on my/County's behalf. The focus was on agrifood/agri-processing. We were the only rural jurisdiction that presented, along with three cities. I feel it is important for us to pursue these opportunities when they are presented.

Have had quite a few discussions with developers; I expect there to be some new land development activity this year within hamlets, but not much.

We have made significant progress on our safety codes internal audit over the last two years, and this year we successfully passed with no concerns. We are also changing the software/methodology we use to process safety codes permits; hopefully this creates a more efficient system for us along with Superior.

Caribou is addressed under its own update.

MONTHLY REPORT TO THE CAO

For the Month of February

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Ice bridge	ongoing	Ice Bridge open to full capacity
Snow removal	ongoing	Cleaned snow off of street's and county roads as needed.
Attended the Brownlee session in Edmonton.	done	Very good information as to what direction the provincial government wants the municipalities to go with the neighboring municipalities.

Projects	Timeline	Comments
Blue Hills New Bridges	ongoing	The application for the STIP program is moving forward. It is in the review process now.

Respectfully,

David Fehr
Director of Operations

REPORT TO CAO
February, 2017

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Trans Corridor Meeting		There is a Trans Corridor meeting scheduled for April 13 th in High Level. Topics of discussion are Weed Identification, Weed Control methods and Weed Control on Provincial Highways.
ASB Resolution	2017	The ASB submitted an emergent resolution to the 2017 Provincial ASB Conference: Eradication of Bovine Tuberculosis and Brucellosis Prevalent in Bison within and Surrounding Wood Buffalo National Park. The resolution passed at 94%.
Ag Fair & Tradeshow	2016	2017 Ag Fair dates are August 11 th & 12 th . A meeting was held on March 1 st . Greg Newman was selected as chair of the committee. The next meeting is scheduled for April 5 th .
Wolf Bounty	2017	We've received 140 wolf carcasses as of March 7th. Carcasses have been received from High Level, Zama, Meander River, Buffalo Head Prairie, Blue Hills and Jean D'or Prairie.
Farm Tech Conference	2017	I attended the Farm Tech Conference in Edmonton Jan 31-Feb 03, 2017. This is a very informative conference covering everything from weather forecasting, grain marketing, rail transportation, quality of life, herbicide resistance, etc. There were excellent keynote speakers as well. These included former prime minister Brian Mulroney, retired Lieutenant General Romeo Dallaire and Olympian Clara Hughes. There was also an expansive tradeshow.

Organic Growers Meeting	2016	An organic growers meeting was held in La Crete on October 27 th . Items discussed were challenges and issues Producers face in Mackenzie County as well as the possibility of the formation of a local Organic association. An Organic Conference is being scheduled in La Crete for the first week of April, 2017.
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Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Flood Control Project	2017	A meeting was held in La Crete on September 6 th . The scope of the project has been changed to include road building and eliminating the retention pond. This will assist in obtaining the approval under the Water Act and with easement difficulties. A project meeting was held in La Crete on October 27 th to discuss updated plans, grant funding and possible re-routing of the channel to avoid Wetland Policy requirements that continue to delay the project.

Personnel Update:

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Other Comments:

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MONTHLY REPORT TO THE CAO

For the Month of February 2017

From: Doug Munn
Director of Community Services

Program/Activity/Project	Timeline	Comments
Dogs	Ongoing	Picked up 3 dogs. Monitoring Rocky Lane area. Reminder sent to renew or purchase dog license's
Health and Safety	Ongoing	Held OH&S Meeting in February. We are currently in the process of completing an internal audit.
Peace Officer	Ongoing	Still have some details to provide to the Solicitor General before the PO program is approved.
Fire Department	Ongoing	<p><u>Fort Vermilion</u> 1 – MCR (Medical) 1 - Vehicle Fire 1 - Structure Fire 1 - La Crete Fire Assist with fire @ La Crete Sawmills</p> <p><u>La Crete</u> 4 – MCR (Medical) 1 – MVC (Vehicle Collision) 1 - Fort Assist (Tender support for a vehicle fire) 1 - Structure Fire @ La Crete Sawmills, Pellet Mill</p>
Fire Department Training	Ongoing	Regular practices held. La Crete & FV & Zama

Capital Projects

FV Artificial Ice Plant	March	Five “Expression of Interests” have been received. We are in the process of pre-qualifying the proponents that will be invited to provide proposals for the completion of the project. Bids are due the end of March.
Airport Pole Building – F.V.	March	Construction has begun of the Airport Pole Building.
FV Bridge Campsite	Ongoing	Alberta Culture has reviewed the archaeological report and has recommended “avoidance” of several small areas, but otherwise given approval to proceed with application for expansion of the lease area.
Water Truck Tender	Feb/March	Tender to be opened March 29/17
Rocky Lane WTS	Ongoing	Application for lease has been submitted to AEP

Personnel Update:

No issues.

Other Comments:

Community Services Director has been busy getting to know staff, various contacts, facilities, projects, policies, procedures and the communities.

REPORT TO THE CAO

For the Month of February, 2017

From: Louise Flooren
Acting Director of Finance

Wilde & Company

- Year end preparations for our March 6-8 audit are complete
- Consultants were assisting the county during the following dates:
February 6 – 10
February 21 – 24

Budget

- Finance is in the process of releasing 2017 Capital budget lists to departments
- New reporting system for the operating and capital budgets are being implemented and reviewed.

Finance Committee Meeting:

- No finance committee meeting held in February
- Reserve Policies have been reviewed and prepared for the Finance Committee meeting in March.

Personnel Update:

- Finance Controller - Reuben Friesen started with the County as of February 21, 2017
- Retired Payroll Clerk has completed her assistance with year-end including the distribution of T4's and Local Authorities Pension Plan year end.
- Casual Finance Clerk was hired on February 14, 2017 to assist the Finance department in the vacant Finance Officer position.

Miscellaneous:

- Utilities Clerk is successfully adding more ratepayers to the preauthorized payment listing.
- Daily, weekly and monthly financial duties are being completed by Finance Staff.
- Weekly meetings are being held within the finance department.
- Reviewed timeline schedules with the finance staff for regular duties.

REPORT TO THE CAO

For the Month of February, 2017

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2017-02-01 Attended the Tri-Council meeting
- 2017-02-07 Attended the office safety meeting
- 2017-02-08 Attended the managers meeting
- 2017-02-14 Attended council meeting
- 2017-02-15 to 2017-02-17 Attended the management workshop including the Brownlee LLP Emerging Trends Seminar
- 2017-02-28 Attended committee of the whole meeting
- 2017-02-28 Attended council meeting
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council including budget meetings and regular meetings.
- Completed registrations for council for the FCM Conference in June 2017.
- Emailed Tom Burton on February 15th regarding our offer to host the AAMDC Zone meeting in August in conjunction with our agricultural fair. He will discuss with his Council on March 14th and send a response.
- Finalized date with lawyer for Council Orientation Day following the election. Date has been set for October 23, 2017.

Assessment Appeals

- Various communications and preparation for Merit Hearing rescheduled for March 9, 2017.
- Various communications and preparation for Merit Hearing currently scheduled for May 4, 2017.

Bylaws/Policies/Reports/Publications:

- The next issue of the County Image is scheduled for end of March. There was no issue for January/February as there was not enough information to include.

Citizen Engagement:

- Various postings on the County's website and Facebook page regarding Request for Proposals, Tenders, development permits, meetings, etc.

Human Resources:

- HR Coordinator is continuing to assist the Finance Department due to existing vacancy in the department.

- Implemented the online timesheet reporting and time-off requests for salary employees. Still several program challenges/glitches to work out.
- Finalizing the review of the Collective Agreement changes in order to sign and have booklets printed.

Records Management:

- Working on implementing the shredding services by Iron Mountain. Bins to arrive early March.

Events:

- Preparation for promoting Canada 150 and the 8th Annual Mackenzie Regional Charity Golf Tournament in September.
- Planning stages for 2017 annual ratepayer meetings.

Miscellaneous:

- Ongoing updates to the County website
- Ongoing updates to the County Facebook page regarding upcoming events, etc.
- Ongoing form review and updating.
- Preparing for various meetings, including council, finance committee, etc.
- Travel and meeting coordination.
- Preparation of the release of the 2017 wearing apparel program.
- Assisting finance consultants as required.
- Assisting other departments as required.
- Plus much, much more 😊

MONTHLY REPORT TO THE CAO

For the Month of February 2017

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/17	
Strategic Priorities		

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/17	Completed 6 services in 2016.
Rural Potable Water Infrastructure	Jun/17	Trades are currently working at both sites. Compaction under way for truck pads. Updated completion dates are mid April and Mid May for Buffalo Head and FV respectively with final landscaping happening in June.
LC- Paving Raw Water Fill	Jun/17	Done in conjunction with 94 th ave road improvement. Delayed until 2017.
FV- Paving FV WTP	Jun/17	Done in conjunction with the street improvements in FV. Delayed until 2017.
LC,FV,ZA- Exhaust Thimbles	Apr/17	Contractor has about 90% complete.
FV- 49 th Ave Water Re-servicing	Sept/17	2 services are complete to ensure property owner is not delayed this year or early next year with his mobile home setup. Will complete in 2017.
FV 50 th Street Water Extension	Sep/17	Preparing contracts and final drawing updates to go to tender.

LC – Well #4	Sept/17	As a part of our approval, we have completed GWUDI assessment on our wells and have submitted memo to AEP. Well #4 to be drilled in spring 2017.
LC – Sanitary Sewer Expansion	Oct/17	Proposal award recommendation at this March council meeting.
FV – Storage Work	Aug/17	Be completed in summer.
LC – Hydrant Replacement	Oct/17	Will be requesting for quotations.
FV – Re-route Raw Water Truckfill	Sept/17	Wait for truckfill outside hamlet to be complete.
FV- Main Lift Station Grinder	Nov/17	Quotations required.

Personnel Update:

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Other Comments:

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Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	PUBLIC HEARING Bylaw 1059-17 Land Use Bylaw Amendment to Rezone Part of C of T SW 11-106-15-W5M from Hamlet Country Residential 1 "HCR1" to La Crete General Commercial "GC1" (La Crete)

BACKGROUND / PROPOSAL:

On February 14, 2017 first reading was given to Bylaw 1059-17 being a Land Use Bylaw amendment to rezone Part of C of T SW 11-106-15-W5M from Hamlet Country Residential 1 "HCR1" to La Crete General Commercial "GC1" to accommodate the development of a counselling office (Professional Office).

The location of this proposed rezoning is on the east side of La Crete just south of the Bergthaler Church. The subject lot is between two zoning districts, those being, Hamlet Country Residential 1 "HCR1" on the west side and La Crete General Commercial "GC1" on the east. Hamlet Country Residential 1 "HCR1" district allows for a variety of residential type dwellings. It does allow home based business as the only commercial type use.

Currently there is an existing mobile home on the parcel of land. The organization proposing to purchase this lot has made an offer pending approval of the rezoning. Should the rezoning be approved, they will apply for a subdivision to split the lot in half, leaving the north half as residential and the south half commercial. It is on the south half that they are proposing to develop the counselling office as this will meet the permitted use of a "Professional Office" in the La Crete General Commercial "GC1" district.

The applicant has spoken with the Director of Utilities in regards to them connecting to the municipal infrastructure. They were advised that as long as it is a professional office type building and not a large commercial type development requiring large amounts of water that there should be no issues.

Bylaw 10XX-17 was presented to the Municipal Planning Commission on February 9, 2017 where they made the following motion:

Author: L. Lambert **Reviewed by:** _____ **CAO** _____

MPC-17-02-016

That the Municipal Planning Commission recommend to Council to approve Bylaw 10XX-17 being a Land Use Bylaw Amendment to rezone Part of C of T SW 11-106-15-W5M from Hamlet Country Residential "HCR1" to La Crete General Commercial "GC1" to accommodate the development of a Professional Office, subject to public hearing input

OPTIONS & BENEFITS:

Providing counselling services within any community is a progressive step to enhancing social support for all individuals within the community. The chosen location is on the boundary of two zonings which shouldn't be an impact on either district. The planning department has no issues or concerns with this request, and feels that if the adjacent land owners have no concerns that this could be a positive move for the area.

Options are to pass, defeat, or table second and third reading of the bylaw.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners.

RECOMMENDED ACTION:

Administration recommends passing second and third reading of the bylaw.

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1059-17 being a Land Use Bylaw Amendment to rezone Part of C of T SW 11-106-15-W5M from Hamlet Country Residential "HCR1"

Author: L. Lambert Reviewed by: _____ CAO _____

to La Crete General Commercial "GC1" to accommodate the development of a Professional Office.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1059-17 being a Land Use Bylaw Amendment to rezone Part of C of T SW 11-106-15-W5M from Hamlet Country Residential "HCR1" to La Crete General Commercial "GC1" to accommodate the development of a Professional Office.

Author: L. Lambert Reviewed by: _____ CAO _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1059-17

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1059-17
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a professional office.

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the land use designation of the subject parcel known as:

Part of C of T SW 11-106-18-W5M

within the Hamlet of La Crete, be partially rezoned from Hamlet Country Residential 1“HCR1” to La Crete General Commercial “GC1” as outlined in Schedule “A” hereto attached.

READ a first time this 14th day of February, 2017.

PUBLIC HEARING held this _____ day of _____, 2017.

READ a second time this _____ day of _____, 2017.

READ a third time and finally passed this _____ day of _____, 2017.

Bill Neufeld
Reeve

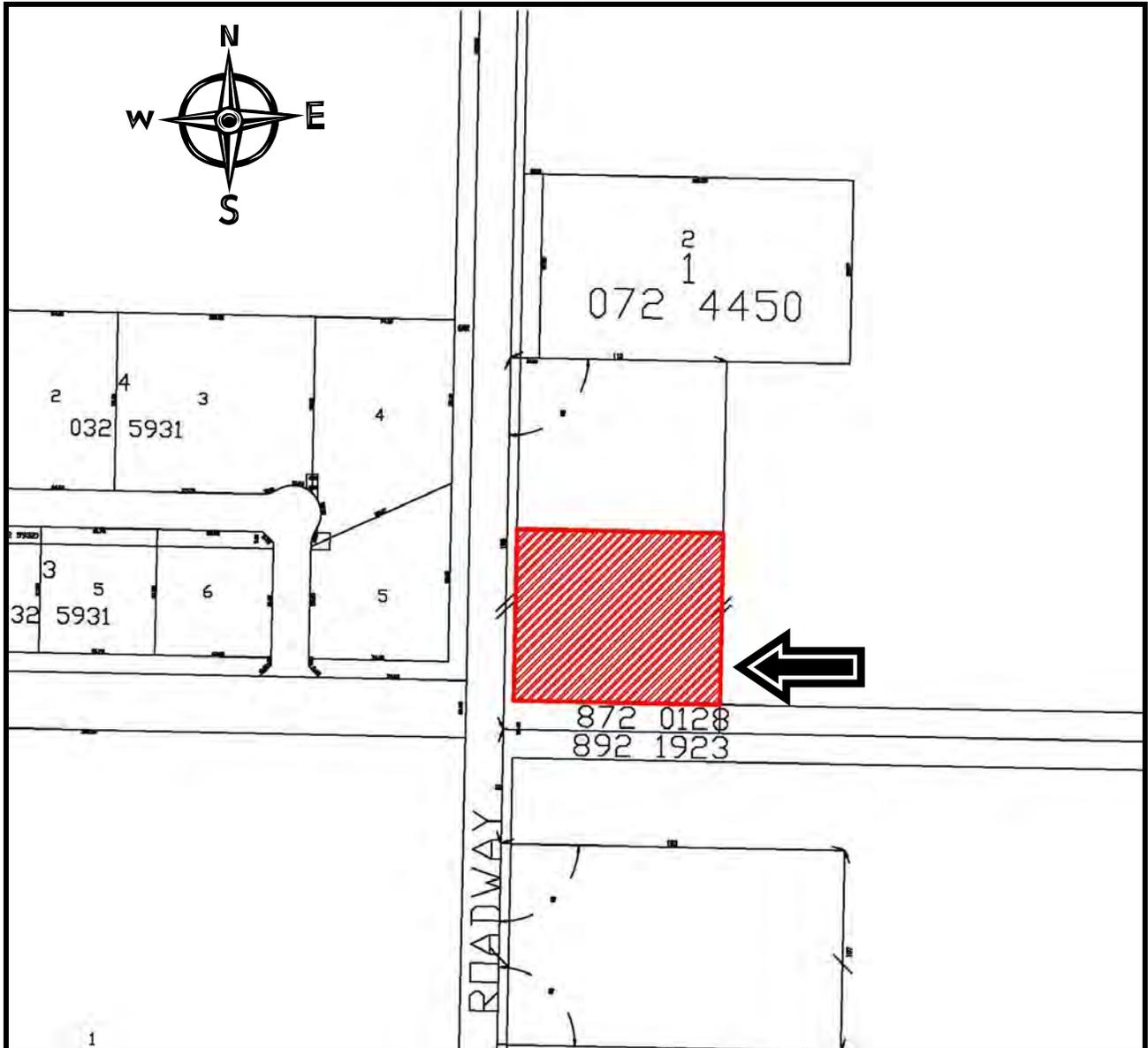
Len Racher
Chief Administrative Officer

BYLAW No. 1059-17

SCHEDULE "A"

1. That the land use designation of the following property known as:

SW 11-106-15-W5M within the Hamlet of La Crete, be partially rezoned from Hamlet Country Residential 1 "HCR1" to La Crete General Commercial "GC1" as outlined in Schedule "A" hereto attached.



FROM: Hamlet Country Residential 1 "HCR1"

TO: La Crete General Commercial "GC1"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

Heart to Heart Ministry Centre

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF APPLICANT <i>George Froese</i>		
ADDRESS <i>Box 1092</i>		
TOWN <i>La Crete AB</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>780-841-2946</i>	BUS.

NAME OF REGISTER OWNER <i>John + Elizabeth Wiebe</i>		
ADDRESS <i>Box 217</i>		
TOWN <i>La Crete AB</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>780-928-3761</i>	BUS. <i>B09260129</i>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <i>SW</i>	SEC. <i>11</i>	TWP. <i>106</i>	RANGE <i>18</i>	M. <i>WS</i>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *Residential* TO: *commercial*

REASONS SUPPORTING PROPOSED AMENDMENT:

To subdivide 2.5 acres from the current address for a Christian Counselling office. We want to use the South 2.5 acres for this purpose and leave the residence as country residence.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *400.00*

RECEIPT NO. *211473*

APPLICANT *[Signature]*

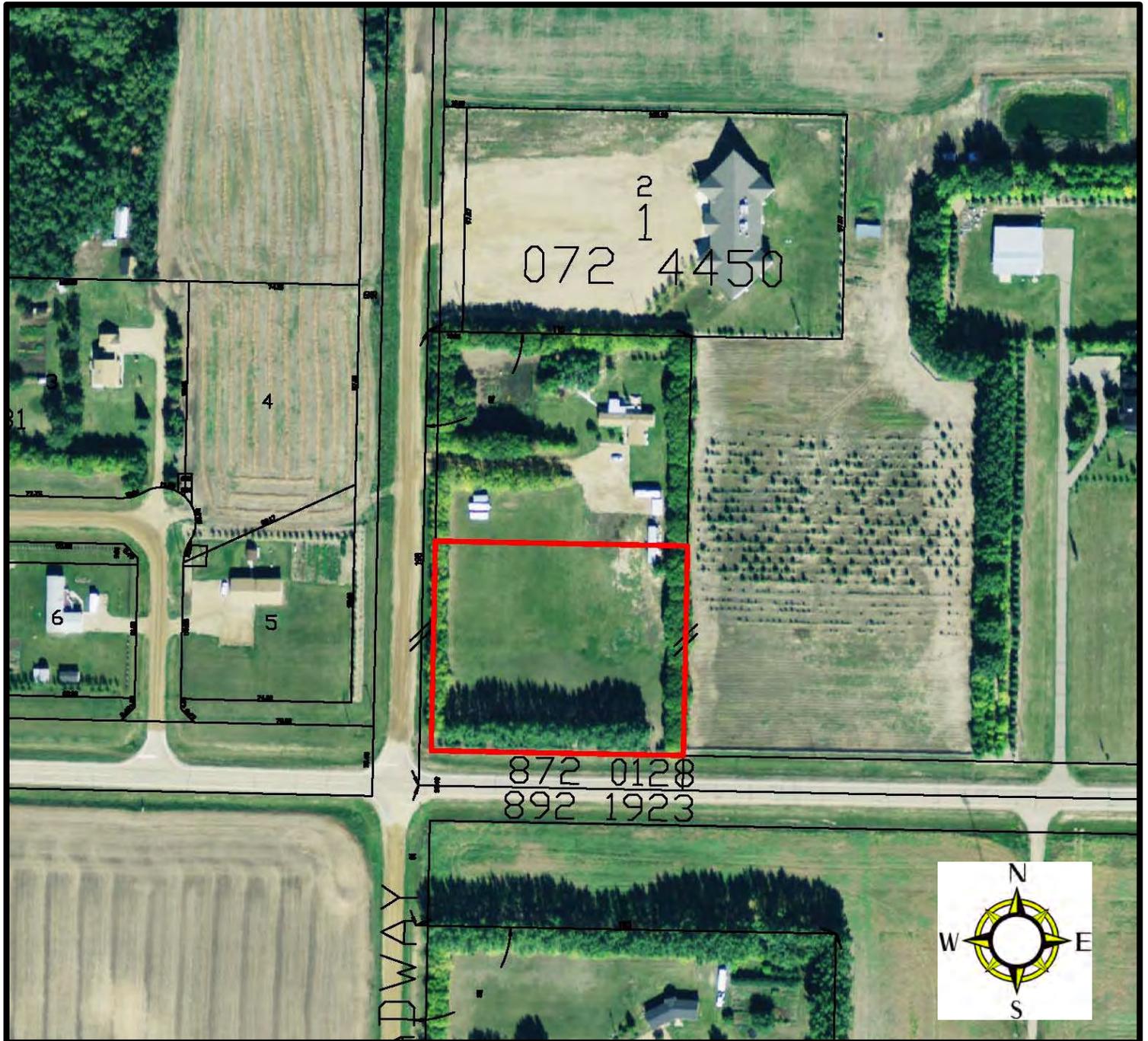
DATE *January 24-2017*

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER *John Wiebe*

DATE *January 24-2017*

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1059-17

Disclaimer

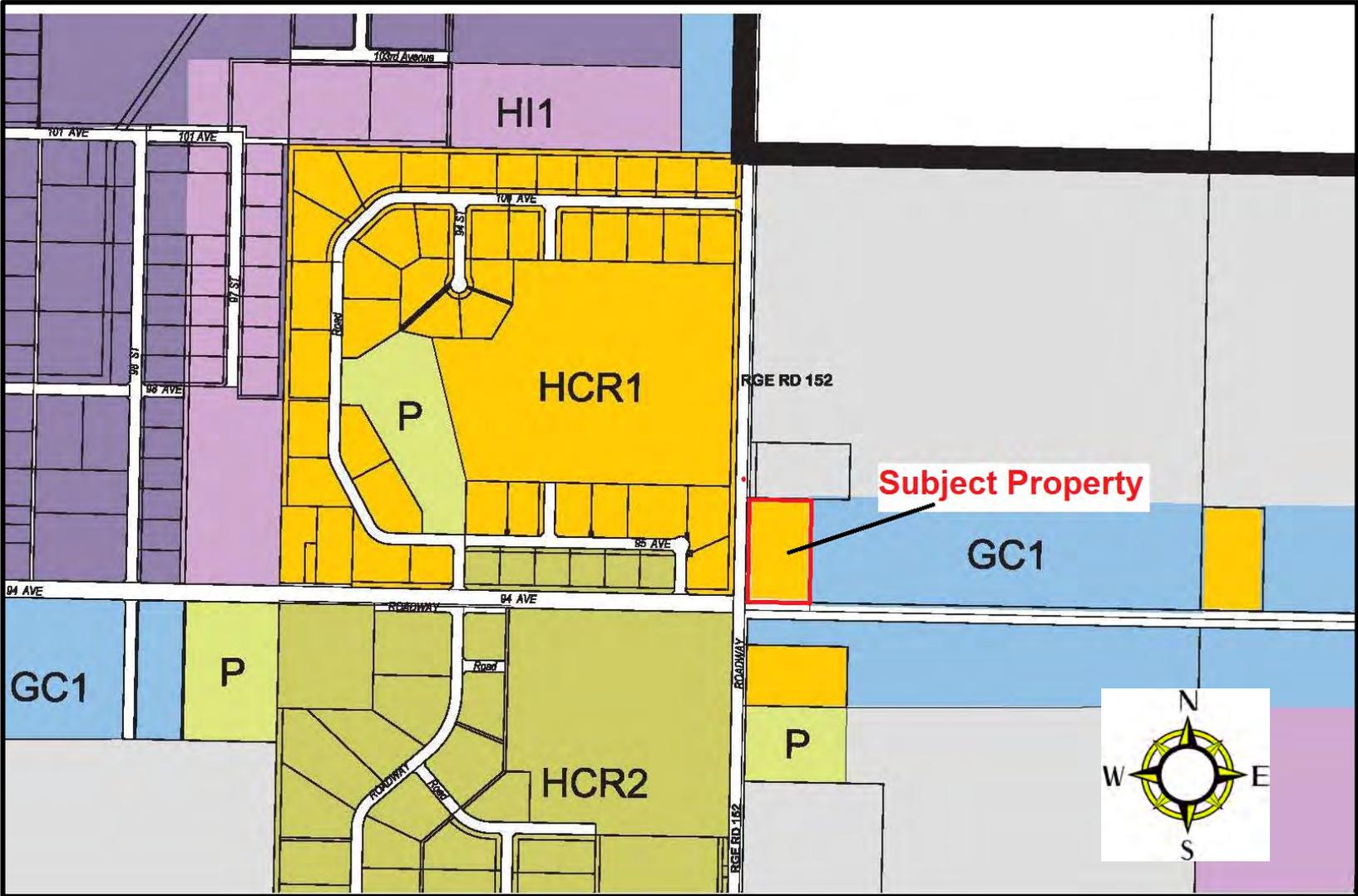
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Mackenzie County

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1059-17

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SECTION EIGHT – LAND USE DISTRICT REGULATIONS

8.17 LA CRETE GENERAL COMMERCIAL DISTRICT “GC1”

The general purpose of this LAND USE DISTRICT is to accommodate commercial development which may have a fairly large footprint but does not need direct exposure to a high traffic route for their business. The types of development within this District are moderate to large in size, are comprehensively planned and designed to demonstrate a wide variety of building types and scale, provide pedestrian and bicycle amenities with attractive landscaping components. Uses in this District incorporate high quality signage, landscaping, site design, and building appearance.

A. PERMITTED USES	B. DISCRETIONARY USES
<ul style="list-style-type: none"> a) BUILDING DEMOLITION OR REMOVAL (Bylaw 932-14) b) BUS DEPOT c) HOTEL d) MOTEL e) PROFESSIONAL OFFICE f) PUBLIC UTILITY LOT 	<ul style="list-style-type: none"> a) AUTOMOTIVE AND EQUIPMENT REPAIR, MINOR b) BUILDING SUPPLY CENTRE c) BUSINESS SUPPORT SERVICES d) EXHIBITION GROUNDS e) INTENSIVE RECREATIONAL USE f) MANUFACTURED HOME SALES AND SERVICE g) RECREATIONAL VEHICLE PARK h) RECREATIONAL VEHICLE SALES AND SERVICE i) RESTAURANT j) RETAIL GARDEN CENTRE k) RECYCLING FACILITY l) SELF-STORAGE 1 (Bylaw 942-14) m) SERVICE STATION n) SIGNS o) VEHICLE WASH ESTABLISHMENT

C. DISTRICT REGULATIONS

In addition to the Regulations contained in Section 7, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

(a) LOT Area:

At the discretion of the Development Authority.

(b) Minimum Setbacks:

YARD - FRONT: 9.1 m (30 feet)

YARD - EXTERIOR SIDE: 9.1 m (30 feet)

SECTION EIGHT – LAND USE DISTRICT REGULATIONS

YARD - INTERIOR SIDE: 3.1 m (10 feet)

YARD - REAR: 3.1 m (10 feet)

D. ADDITIONAL REQUIREMENTS

- (a) In addition to Section 7.28 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development Authority.
- (b) In addition to Section 7.6 of this BYLAW the architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment adjoining DEVELOPMENT and character of the site to the satisfaction of the Development Authority.
- (c) In addition to Section 7.31 of this BYLAW, parking for all new development should mainly be provided to the side and rear of new commercial buildings.
- (d) In addition to 7.31 of this BYLAW Shared Parking may be allowed at the Discretion of the Development Authority.

E. OTHER REQUIREMENTS

The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	2017 Ratepayer Meetings

BACKGROUND / PROPOSAL:

The County holds ratepayer meetings annually in La Crete, Fort Vermilion, High Level Rural/Rocky Lane, Zama, and Tompkins Landing.

Administration would like to further explore the “open house” format instead of the challenging traditional presentation and question and answer period. This would include manned department informational booths to provide a more one-on-one experience. Many municipalities use this format.

OPTIONS & BENEFITS:

To conduct public engagement as per the County’s Business Plan.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Ratepayer meetings will be advertised in the County Image, Big Deal Bulletin, and the County Facebook page.

Author: C. Gabriel Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2017 annual ratepayer meetings be held as follows:

- Rocky Lane/High Level Rural - _____
- Zama - _____
- Tompkins Landing - _____
- La Crete – _____
- Fort Vermilion – _____

Author: C. Gabriel Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	La Crete Midget Lumberjacks – Request for Financial Support

BACKGROUND / PROPOSAL:

See attached letter from the La Crete Midget Lumberjacks requesting financial support to attend the provincial tournament.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: C. Gabriel Reviewed by: _____ CAO: _____



3/7/2017

La Crete Midget Lumberjacks
Box 929
La Crete, AB
T0H 2H0

Mackenzie County
4511-46 Avenue
Box 640
Fort Vermilion, AB
T0H 1N0

RE: Midget provincial support

To whom it may concern,

The La Crete midget team have had a great season that was capped off with an exciting provincial playdown win over Beaverlodge on February 26. This series win placed La Crete into the Midget C provincials that are being hosted in Slave Lake this year. As they have done during the regular season and in previous provincials, these young men will represent our area very well. The midget team is represented by players from the communities of La Crete, Fort Vermilion and Tall Cree. The midget team would like to ask for the County's support to help offset some of the expenses such as tournament fee, hotel rooms and meals for the players, any support is very much appreciated. It takes a community effort to enable participation in tournaments such as these provincials for the young people of our communities. Thank you

Regards,

On behalf of La Crete Midget Lumberjacks
George Fehr, Manager



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Fairview & District Chamber of Commerce – Highway to a Better Business Conference Sponsorship Request

BACKGROUND / PROPOSAL:

See attached letter from the Fairview & District Chamber of Commerce requesting sponsorship for their Highway to a Better Business Conference on April 26, 2017.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

Author: C. Gabriel Reviewed by: _____ CAO: _____



March 6, 2017

Mackenzie County
Box 640
Fort Vermillion, AB. T0H 1N0

To Mackenzie County

The Fairview & District Chamber of Commerce is excited to announce that plans are underway for a business conference called "Highway To A Better Business" which will take place April 26, 2017 at the Dunvegan Inn & Suites. It goes from 8 in the morning until 4 in the afternoon. Would you consider sponsoring our exciting event?

This year we are having speakers talking about various ways on how to improve your business. Such as Holly Sorgen from Grande Prairie talking about how to cut cost effectively, Jeremy Nicholls from Edmonton talking about how to protect your business from fraud, Lauren Woodrow from Vancouver talking about new marketing ideas for store fronts, Rhonda Coates from Fairview talking about finding the right bookkeeper for your business and Trevor Tessier from Edmonton who is with the Strong Coffee Marketing talking about more than just google search. This event is targeted towards all businesses in the north west region of Alberta and will provide great networking opportunity to everyone in a fun and relaxing way.

We are looking to the leaders of the communities to help keep this event inspiring and sustainable. Sponsorship is vital to any event of this magnitude. The Fairview & District Chamber of Commerce focuses on providing benefits to our membership. A priority of the chamber is to ensure that sufficient funds are available to effectively fulfill that mandate.

Recognition for sponsorship:

Advertising in local and surrounding newspapers, facebook, twitter, website. There will also be a tradeshow table available for you at the conference.

To do this effectively we will need your logo information.

Please let us know how you can support the "Highway To A Better Business" Conference 2017. For further information, please contact Debie Knudsen, Chamber of Commerce Executive, or Susan Lubeck, Events Coordinator @780-835-5999.

- | | | |
|--------------------------|----------|-----------|
| <input type="checkbox"/> | Platinum | \$1000.00 |
| <input type="checkbox"/> | Gold | \$500.00 |
| <input type="checkbox"/> | Silver | \$350.00 |
| <input type="checkbox"/> | Bronze | \$200.00 |

We appreciate all the sponsorship and support we receive for our events. Please let us know how you can support the conference by Wednesday March 15, 2017

Sincerely,

Susan Lubeck
Events Coordinator
Fairview & District Chamber of Commerce



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Northern Alberta Development Council

BACKGROUND / PROPOSAL:

In November 2011 Council supported Councillor Braun’s application to sit on the Northern Alberta Development Council. Councillor Braun’s term is expiring and he is requesting a letter of support for his renewal application.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Honorariums and expenses paid by the Northern Alberta Development Council.

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That Council support Councillor Braun in his application to sit on the Northern Alberta Development Council.

Author: C. Gabriel Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Insurance and Recognition of Fire Services

BACKGROUND / PROPOSAL:

At the February 28, 2017 Council meeting the following motion was passed:

“That administration ensure that the County fire halls be added to our municipal maps for recognition for insurance purposes.”

Upon investigation the following information has been gathered from local insurance agents:

- Each insurance company has their own guidelines that determine how proximity to a fire hall/service affects the rates charged to a client. For example, one local insurance broker bases their rates on the following:
 - 1) Lowest Rate – Residents live close to a fire hall and within 300 m of a fire hydrant
 - 2) Middle Rate – Residents live within 8 KM (by road) of a fire hall
 - 3) Highest Rate – Residents live greater than 8 KM (by road) from a fire hall.
- The insurance agents are responsible to discover the fire halls on their own. The local broker that we spoke to was aware of all of our fire halls. Each insurance agent sets their own rules and is responsible to discover the fire services. Their advice to a resident seeking insurance was to encourage them to shop around to ensure that their agent recognizes the fire services that are close to their property and provides them with the corresponding rate. Adding fire halls to a municipal map will provide support to them for this purpose.

The Fire Chief has always made this information available to insurance agents when contacted. The Planning and Development Department has been asked to include fire stations on municipal maps.

Author: DM Reviewed by: _____ CAO: _____

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the update on the insurance and recognition of fire services be received for information.

Author: D. Munn Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Louise Flooren, Acting Director of Finance
Title:	Short Term Borrowing Bylaws

BACKGROUND / PROPOSAL:

At the January 11, 2017 Budget Council Meeting, the following motions were carried:

MOTION 17-01-029 “That a borrowing bylaw be brought back for the County portion for the two Bridge to New Lands capital projects.”

MOTION 17-01-031 “That the Fort Vermilion Ice Plant Repair be funded from the designated reserve and the remaining \$310,000 by debenture and that a borrowing bylaw be brought back to Council.”

The 2017 capital budget includes the following short term borrowing for the following:

For the Fort Vermilion Ice Plant Repair the total estimated cost for the project will be \$1,000,000. The estimated cost to the County is \$510,000, with \$200,000 being funded from our Recreation Facilities Reserve and \$310,000 from a debenture. For the remainder of the project costs, \$480,000 will be funded from the Canada 150 Grant and the Recreation Board contribution will be \$10,000.

For the Bridges to New Lands – Range Road 180 the construction of this will give access to the new lands opened up in the Blue Hills area. The estimated cost to the County for the construction of this bridge is \$390,000, which is just a portion of the projected cost of \$2,000,000. We are anticipating bridge funding from the province from the Strategic Transportation Infrastructure Program (STIP) for the remainder.

For the Bridges to New Lands – Township Road 1020 the construction of this will give access to the new lands opened up in the Blue Hills area. The estimated cost to the County for the construction of this bridge is \$500,000, which is just a portion of the projected cost of \$1,000,000. We are anticipating bridge funding from the province from the Strategic Transportation Infrastructure Program (STIP) for the remainder.

Author: S Wheeler **Reviewed by:** L. Flooren/C. Gabriel **CAO:** _____

The next borrowing deadline for Alberta Capital Finance Authority is May 15, 2017. The bylaws attached will have to have all 3 readings completed and we cannot make an application for financing until 30 days after the bylaw passed. After applying for the debenture the loan issuance date will be June 15, 2017.

Future borrowing deadlines are as follows:

Loan Issue Date	Municipal and Airport Authorities Application Deadline
December 15, 2016	November 15, 2016
March 15, 2017	February 15, 2017
June 15, 2017	May 15, 2017
September 15, 2017	August 15, 2017
December 15, 2017	November 15, 2017

OPTIONS & BENEFITS:

The Municipal Government Act (MGA) permits a council to borrow funds for capital property as follows:

Capital property - short-term borrowing

257(1) This section applies to a borrowing made for the purpose of financing a capital property when the term of the borrowing is 5 years or less.

(2) The expenditure for the capital property must be included in a budget.

(3) Repealed 1998 c24 s13.

(4) A borrowing bylaw that authorizes the borrowing does not have to be advertised.

1994 cM-26.1 s257;1996 c30 s14;1998 c24 s13

Validity of borrowings, loans and guarantees

273(1) A borrowing made by a municipality and a loan or guarantee of a loan made by a municipality under section 264 and any legal instrument issued under the borrowing, loan or guarantee is valid and binding on the municipality and is not open to question in any court if the borrowing is authorized by a borrowing bylaw or the loan or guarantee is authorized by bylaw.

(2) A borrowing bylaw or a bylaw authorizing a loan or guarantee is, for the purposes of this section, a valid bylaw if

Author: S Wheeler **Reviewed by:** L. Flooren/C. Gabriel **CAO:** _____

- (a) no application has been made to the Court of Queen’s Bench to have the bylaw declared invalid within 30 days after the bylaw has been passed, or
- (b) an application has been made to the Court of Queen’s Bench to have the bylaw declared invalid within 30 days after the bylaw has been passed and, on the final disposition of the application and any appeal, the application is dismissed.

1994 cM-26.1 s273

Mackenzie County Policy FIN030 Debt Management, permits borrowing for capital expenses as follows:

- 1. **Business Case** refers to an analysis that demonstrates the necessity for and viability of a new project. A business case will include a financial analysis and a financial plan that identifies and confirms sources of funding to provide for the financing of the capital and operating costs of a new project.

- 10. **Short Term Debt** refers to borrowings from third parties scheduled for repayment for a term of 5 (five) or less years.

Please review the attached short term borrowing bylaws.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Goal E1 That the Region’s transportation system:

- Reduces travel time and increases safe, comfortable and efficient travel between its communities and between the County and major destinations beyond its borders.
- Provides an economically efficient access to business and industrial markets outside of County boundaries.

Strategy E1.1 Maintain a strong and consistent approach with Provincial and Federal governments and other parties (i.e. NADC, NTAC) to request the completion and upgrade of northern transportation corridors:

- To facilitate the safe and efficient movement of goods to, from and within the County.

Author: S Wheeler **Reviewed by:** L. Flooren/C. Gabriel **CAO:** _____

- To strengthen economically, socially and environmentally sustainable opportunities for the movement of people, as well as agricultural and resource sector goods.

Goal E7 That the East Peace Resource Road from Blue Hills to Peace River be constructed to a two-lane gravel standard.

Strategy E7.1 Work with the province to establish a transportation corridor.

Strategy E7.2 Lobby the province and create partnerships with industry and neighboring municipalities to secure funding for the road construction.

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1060-17 being the Short Term Borrowing bylaw for the Fort Vermilion Recreation Board Ice Plant Upgrade.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1061-17 being the Short Term Borrowing bylaw for the Bridges to New Lands – Range Road 180 project.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1062-17 being the Short Term Borrowing bylaw for the Bridges to New Lands – Township Road 1020 project.

Author: S Wheeler **Reviewed by:** L. Flooren/C. Gabriel **CAO:** _____

BYLAW NO. 1060-17

**BEING A BYLAW OF THE
MACKENZIE COUNTY**
(hereinafter referred to as “the County”)
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of Mackenzie County to incur indebtedness by the issuance of short term borrowing in the amount of THREE HUNDRED TEN THOUSAND DOLLARS (\$310,000) for a period not to exceed FIVE (5) years for the purpose of financing the Fort Vermilion Recreation Board Ice Plant Upgrade project.

WHEREAS, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000 c. M-26, the Council of the County may pass a bylaw to borrow money on a short-term basis for the financing of an operating expenditure and/or capital property expenditure; and

WHEREAS, the Council of Mackenzie County has decided to issue a by-law pursuant to Section 257 of the *Municipal Government Act* to authorize a borrowing made for the purpose of financing a capital property when the term of borrowing is FIVE (5) years or less; and

WHEREAS, the Fort Vermilion Recreation Board Ice Plant Upgrade, as approved by Council in capital expenditures; plans and specifications have been prepared and the total cost of the project is estimated to be ONE MILLION DOLLARS (\$1,000,000); and

WHEREAS, in order to complete the Fort Vermilion Recreation Board Ice Plant Upgrade project it will be necessary for the County to borrow the sum of THREE HUNDRED TEN THOUSAND DOLLARS (\$310,000), which is the projected County cost, for a period not to exceed FIVE (5) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

WHEREAS, a supplementary application was submitted to the Canada 150 Community Infrastructure Program for the Fort Vermilion Recreation Board Ice Plant Upgrade project for the amount of FOUR HUNDRED EIGHTY THOUSAND DOLLARS (\$480,000); and

WHEREAS, the estimated lifetime of the project financed under this by-law is equal to, or in excess of thirty (30) years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2016 is \$14,657,290 and no part of the principal or interest is in arrears; and

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE COUNTY DULY ASSEMBLED,
ENACTS AS FOLLOWS:**

1. That for the purpose of completing the Fort Vermilion Recreation Board Ice Plant Upgrade the sum of **THREE HUNDRED TEN THOUSAND DOLLARS (\$310,000)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.
2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this by-law, namely the Fort Vermilion Recreation Board Ice Plant Upgrade.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed FIVE (5) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

READ a first time this ___ day of _____, 2017.

READ a second time this ___ day of _____, 2017.

READ a third time and finally passed this ___ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

BYLAW NO. 1061-17

**BEING A BYLAW OF THE
MACKENZIE COUNTY**
(hereinafter referred to as “the County”)
IN THE PROVINCE OF ALBERTA,

This bylaw authorizes the Council of Mackenzie County to incur indebtedness by the issuance of short-term borrowing in the amount of THREE HUNDRED NINETY THOUSAND DOLLARS (\$390,000) for a period not to exceed FIVE (5) years for the purpose of financing the Bridges to New Lands – Range Road 180 project.

WHEREAS, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000 c. M-26, the Council of the County may pass a bylaw to borrow money on a short-term basis for the financing of an operating expenditure and/or capital property expenditure; and

WHEREAS, the Council of Mackenzie County has decided to issue a by-law pursuant to Section 257 of the *Municipal Government Act* to authorize a borrowing made for the purpose of financing a capital property when the term of borrowing is FIVE (5) years or less; and

WHEREAS, the Bridges to New Lands – Range Road 180, as approved by Council in capital expenditures, including all the specifications was prepared with the total cost estimated to be TWO MILLION DOLLARS (\$2,000,000); and

WHEREAS, in order to complete the Bridges to New Lands – Range Road 180 project, it will be necessary for the County to borrow the sum of THREE HUNDRED NINETY THOUSAND DOLLARS (\$390,000), which is the projected County cost, for a period not to exceed FIVE (5) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

WHEREAS, a supplementary application will be submitted to the Strategic Transportation Infrastructure Program (STIP) for the Bridges to New Lands – Range Road 180 project for the amount of ONE MILLION DOLLARS (\$1,000,000); and

WHEREAS, the estimated lifetime of the project financed under this by-law is equal to, or in excess of fifty (50) years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2016 is \$14,657,290 and no part of the principal or interest is in arrears; and

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW THEREFORE, THE COUNCIL OF THE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of undertaking the Bridges to New Lands – Range Road 180 (capital project), the sum of **THREE HUNDRED NINETY THOUSAND DOLLARS (\$390,000)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.
2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this by-law, specifically the construction of the Bridges to New Lands – Range Road 180.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed FIVE (5) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the by-law shall be applied only to the project/program specified by this by-law.
7. This by-law comes into force on the date it is passed.

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time and finally passed this ____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

BYLAW NO. 1062-17

**BEING A BYLAW OF THE
MACKENZIE COUNTY**
(hereinafter referred to as “the County”)
IN THE PROVINCE OF ALBERTA,

This bylaw authorizes the Council of Mackenzie County to incur indebtedness by the issuance of short-term borrowing in the amount of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) for a period not to exceed FIVE (5) years, for the purpose of financing the Bridges to New Lands – Township Road 1020 project.

WHEREAS, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000 c. M-26, the Council of the County may pass a bylaw to borrow money on a short-term basis for the financing of an operating expenditure and/or capital property expenditure; and

WHEREAS, the Council of the County have decided to issue a by-law pursuant to Section 257 of the *Municipal Government Act* to authorize a borrowing made for the purpose of financing a capital property when the term of borrowing is FIVE (5) years or less; and

WHEREAS, the Bridges to New Lands – Township Road 1020, as approved by Council in capital expenditures, including all the specifications, was prepared with the total cost estimated to be ONE MILLION DOLLARS (\$1,000,000); and

WHEREAS, in order to complete the Bridges to New Lands – Township Road 1020 project, it will be necessary for the County to borrow the sum of FIVE HUNDRED THOUSAND DOLLARS (\$500,000), which is the projected County cost, for a period not to exceed FIVE (5) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

WHEREAS, a supplementary application will be submitted to the Strategic Transportation Infrastructure Program (STIP) for the Bridges to New Lands – Township Road 1020 project for the amount of FIVE HUNDRED THOUSAND DOLLARS (\$1,000,000); and

WHEREAS, the estimated lifetime of the project financed under this by-law is equal to, or in excess of forty (40) years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2016 is \$14,657,290 and no part of the principal or interest is in arrears; and

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW THEREFORE, THE COUNCIL OF THE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of undertaking the Bridges to New Lands – Township Road 1020 (capital project), the sum of **FIVE HUNDRED THOUSAND DOLLARS (\$500,000)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.
2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this by-law, specifically the construction of the Bridges to New Lands – Township Road 1020.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed FIVE (5) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the by-law shall be applied only to the project/program specified by this by-law.
7. This by-law comes into force on the date it is passed.

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time and finally passed this ____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Louise Flooren, Acting Director of Finance
Title:	Reserve Policies

BACKGROUND / PROPOSAL:

Mackenzie County’s reserve policies were reviewed at the March 1, 2017 Finance Committee Meeting. Administration has amended the policies as directed by the Finance Committee. Please review the attached documents, and the proposed changes are highlighted.

The following policies are being recommended to be amended:

RESV01	General Operating Reserve
RESV02	General Capital Reserve
RESV03	Off-Site Levy Reserve
RESV04	Road Reserve
RESV05	Gravel Reclamation
RESV06	Vehicle & Equipment Replacement and Emergency Services Reserve
RESV09	Drainage Reserve
RESV10	Municipal Reserve
RESV14	Gravel Crushing Reserve
RESV18	Water Reserve Fund
RESV19	Street Light Replacement Reserve

The following policies are being recommended to be rescinded:

RESV07	Emergency Service Reserve <i>(this policy was combined with Policy RESV06 Vehicle & Equipment Replacement)</i>
RESV11	Capital Funding Carry Forward Reserve – Recreation Boards
RESV12	Walking Trail Reserve
RESV13	Water Treatment Plant <i>(this policy was combined with Policy RESV18 Water Reserve Fund)</i>
RESV15	Funding to Community Non-Profit Organizations <i>(a new policy will be</i>

Author: J. V. Batt Reviewed by: C. Gabriel CAO: _____

	<i>created for the Grants to Other Organizations Reserve)</i>
RESV17	Bursaries Reserve (<i>Move current funds to this year's Bursary budget line</i>)

Amended policies are attached for review.

Policy RESV08 Recreation and Parks Reserve was recommended to be reviewed by the Community Services Committee prior to being presented to Council for amendment.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Approved policies are posted on Mackenzie County's website.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following reserve policies be amended as presented:

RESV01	General Operating Reserve
RESV02	General Capital Reserve
RESV03	Off-Site Levy Reserve
RESV04	Road Reserve
RESV05	Gravel Reclamation
RESV06	Vehicle & Equipment Replacement and Emergency Services Reserve
RESV09	Drainage Reserve
RESV10	Municipal Reserve
RESV14	Gravel Crushing Reserve
RESV18	Water Reserve Fund
RESV19	Street Light Replacement Reserve

Author: J. V. Batt Reviewed by: C. Gabriel CAO: _____

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following reserve policies be rescinded:

RESV07	Emergency Service Reserve (<i>policy was combined with Policy RESV06 Vehicle & Equipment Replacement</i>)
RESV11	Capital Funding Carry Forward Reserve – Recreation Boards
RESV12	Walking Trail Reserve
RESV13	Water Treatment Plant (<i>policy was combined with Policy RESV18 Water Reserve Fund</i>)
RESV15	Funding to Community Non-Profit Organizations (<i>a new policy will be created for the Grants to Other Organizations Reserve</i>)
RESV17	Bursaries Reserve (<i>Current funds to be moved to the 2017 Bursary budget line</i>)

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following transfer of reserve funds be approved:

- \$190,011 from RESV13 Water Treatment Plant be transferred to RESV18 Water Reserve Fund.
- \$20,000 from RESV15 Funding to Community Non-Profit Organizations be transferred to the Grants to Other Organizations Reserve.
- \$9,250 from RESV17 Bursaries Reserve be transferred to 2017 Bursary budget line.
- \$963,469 from RESV07 Emergency Services Reserve be transferred to RESV06 Vehicle & Equipment Replacement and Emergency Services Reserve.

Author: J. V. Batt Reviewed by: C. Gabriel CAO: _____

Mackenzie County

Title	General Operating Reserve	Policy No.	RESV01
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Account Code	12-711
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Purpose	<p>To establish a general operating reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to accommodate any emergency type expenditure; to balance the current year deficit; or for non-budgeted operating items that require funding and Council approval during the year.</p>
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Targeted Minimum Balance:	\$500,000 \$1,000,000
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Targeted Maximum Balance:	\$1,000,000 \$5,000,000
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Targeted Annual Contribution:	<p>(Current year surplus* - \$50,000) x 50% = amount to general operating reserve.</p> <p>*with surplus being determined by excluding amortization and other non-cash transactions associated with Public Sector Accounting changes.</p>
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	06-Jun-01	01-320
Amended	24-Feb-10	10-02-148
Amended		

Mackenzie County

Title	General Capital Reserve	Policy No.	RESV02
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Account Code	97-760
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Purpose	<p>To establish a general capital reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to accommodate current year capital funding requirements that have not been previously established from existing reserves. Items such as computer hardware and building developments as prime examples. Additionally, this reserve can be used for emergency type expenditures, or for additional capital items that require funding and Council approval during the year.</p>
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Targeted Minimum Balance:	\$500,000 \$1,000,000
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Targeted Maximum Balance:	\$1,000,000 \$5,000,000
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Funding	<p>(Current year surplus* - \$50,000) x 50% = amount to general operating reserve.</p> <p>*with surplus being determined by excluding amortization and other non-cash transactions associated with Public Sector Accounting changes.</p>
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Targeted Annual Contribution:	<p>(Current year surplus* - \$50,000) x 50% = amount to general operating reserve.</p> <p>*with surplus being determined by excluding amortization and other non-cash transactions associated with Public Sector Accounting changes.</p>
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.

3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	06-Jun-01	01-320
Amended	24-Feb-10	10-02-149
Amended		

Municipal District of Mackenzie No. 23 Mackenzie County

Title	Off-Site Levy Reserve	Policy No.	RESV03
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Account Code	41 -712
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Legislation Reference:	Municipal Government Act Section 648 (2) and 649
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<p>Purpose</p> <p>To establish an off-site levy reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to accommodate current year capital funding requirements for any of all of the following:</p> <ol style="list-style-type: none"> 1. Storage, transmission, treatment or supplying of water. 2. Treatment, movement or disposal of sanitary sewage. 3. Storm sewer drainage facilities. 4. Land required for in connection with any of the facilities described above. 5. Road reconstruction and upgrade
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Targeted Minimum Balance:	\$N/A
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Targeted Maximum Balance:	\$N/A
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<p>Funding</p> <p>In respect to land to be developed or subdivided, the MD imposes a payment for an "off-site levy" pursuant to a Bylaw.</p>
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Targeted Annual Contribution:	In respect to land to be developed or subdivided, the MD County imposes a payment for an "off-site levy" pursuant to a Bylaw.
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the MD County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD County council, a list indicating the current and previous year-end balances for this reserve will be provided.

3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	06-Jun-01	01-320
Amended		
Amended		

Municipal District of Mackenzie No. 23 Mackenzie County

Title	Road Reserve	Policy No.	RESV04
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Account Code	32-713
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Purpose

To establish a capital road reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to accommodate yearly capital budget expenditures and/or for non-budgeted capital road projects that require funding and Council provides approval subsequent to the setting of the current year tax rate.

Targeted Minimum Balance:	\$500,000 \$1,000,000
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Targeted Maximum Balance:	\$1,000,000 \$5,000,000
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Funding

~~As part of the annual budget process, an in-depth review is undertaken of the five (5) year capital expenditures plan to determine the appropriate yearly amount to place in the roads reserve. A minimum of \$500,000 should be budgeted as a contribution to this reserve.~~

Targeted Annual Contribution:	\$500,000
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the MD County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
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Approved	06-Jun-01	01-320
Amended		
Amended		

Municipal District of Mackenzie No. 23 Mackenzie County

Title	Gravel Reclamation Reserve	Policy No.	RESV05
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Account Code	32-714
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Purpose

To establish a gravel reclamation reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to fund the closure costs associated with any MD County gravel pit.

Targeted Minimum Balance:	To be determined for each pit Annual Proceeds from Levy
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Targeted Maximum Balance:	To be determined for each pit \$250,000
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Targeted Annual Contribution:	A technical review for each pit will be undertaken to determine the respective closure costs and applicable yearly maintenance costs. A minimum of one dollar (\$1.00) per cubic meter of gravel used in the prior year. The use amount will be based on gravel used from MD County owned pits. Proceeds from Community Aggregate Levy
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the MD County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	06-Jun-01	01-320
Amended		
Amended		

Municipal District of Mackenzie No. 23 Mackenzie County

Title	Vehicle & Equipment Replacement and Emergency Services Reserve	Policy No.	RESV06
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Account Code	31 -761 & 23-765
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Purpose

To establish a vehicle and equipment replacement and emergency services reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to fund ~~public works and utility department~~ vehicle and equipment purchases and emergency service capital expenditures such as buildings, equipment and vehicles. ~~This reserve excludes emergency services type vehicles.~~ The MD County has a policy, which outlines the appropriate mileage and/or age requirements as to when an individual unit will be replaced.

Targeted Minimum Balance:	\$500,000
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Targeted Maximum Balance:	\$4,000,000
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Funding

~~As part of the annual budget process, an in-depth review is undertaken of the five (5) year capital expenditures plan to determine the appropriate yearly amount to place in the vehicle replacement reserve. A minimum of \$250,000 should be budgeted as a contribution to this reserve.~~

Targeted Annual Contribution:	\$250,000
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the MD County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	06-Jun-01	01-320
Amended		
Amended		

Municipal District of Mackenzie No. 23 Mackenzie County

Title	Drainage Surface Water Management Reserve	Policy No.	RESV09
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Account Code	37-714
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Purpose

To establish a ~~drainage~~ Surface Water Management reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to fund ~~drainage~~ Surface Water Management Capital and Emergent projects.

Targeted Minimum Balance:	\$500,000
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Targeted Maximum Balance:	\$1,000,000 \$2,000,000
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Funding

~~A minimum of \$250,000 should be budgeted as a contribution to this reserve.~~

Targeted Annual Contribution:	\$500,000
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the ~~MD~~ County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to ~~MD~~ County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	06-Jun-01	01-320
Amended		
Amended		

Mackenzie County

Title	Municipal Reserve	Policy No.	RESV10
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Account Code	72-714
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Legislation Reference:	Municipal Government Act Section 661 – 670, 671 Municipal Development Plan
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Purpose	To establish a municipal reserve. Pursuant to section 671 of the MGA, the municipality may use the municipal reserve funds for any of the following purposes — public park and/or public recreation area, to separate areas of land that are used for different purposes.
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Targeted Minimum Balance:	\$N/A—\$125,000
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Targeted Maximum Balance:	\$N/A
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Funding	Pursuant to sections 661 to 670 of the MGA. The owner can provide money for all the reserves or a combination of money and land reserve.
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Targeted Annual Contribution:	Pursuant to sections 661 to 670 of the MGA. The owner can provide money for all the reserves or a combination of money and land reserve.
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to Mackenzie County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. Calculation of land values shall be based on current market value specific to the location of the parcel of land being developed and the intended use of the parcel

of land.

4. The location of Municipal Reserve taken in the form of lands shall be in an appropriate area to allow for the uses specified by the MGA.
5. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	06-Jun-01	01-320
Amended	22-May-08	08-05-385
Amended	26-Aug-09	09-08-677
Amended	27-Jun-12	12-06-427
Amended		

Mackenzie County

Title	Gravel Crushing Reserve	Policy No.	RESV14
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Account Code	32-720
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Purpose	To establish a gravel crushing reserve. This reserve will provide funding to cover the gravel crushing costs associated with any County gravel pit.
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Targeted Minimum Balance:	\$1
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Targeted Maximum Balance:	\$2,000,000 \$1,500,000
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Funding	<p style="color: red;">1. A minimum of \$500,000 should be budgeted annually as a contribution to this Reserve with the exception of the year of crushing.</p> <p style="color: red;">2. During the years that require crushing, the needed funds would be taken from this Reserve.</p>
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Targeted Annual Contribution:	<p style="color: red;">1. A minimum of \$500,000 should be budgeted annually as a contribution to this Reserve with the exception of the year of crushing.</p> <p style="color: red;">2. During the years that require crushing, the needed funds would be taken from this Reserve.</p>
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the municipality.
2. Reserves will be allocated annually, in conjunction with the budget process a list indicating the current and previous year-end balances for this reserve will be provided.

3. When the County completes a gravel crushing program the Reserve may be depleted to a zero balance in the year of crushing.
4. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	2004-01-13	04-011
Amended	2016-11-08	16-11-847
Amended		

Mackenzie County

Title	Water Reserve Fund	Policy No.	RESV18
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Account Code	41-713 & 4-41-714
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Purpose	<p>To establish a water reserve fund. This reserve will provide funding in order to retain a stable municipal taxation structure, and to fund continued development of the County's rural water lines.</p>
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Purpose	<p>To establish a water reserve fund. This reserve will provide funding in order to retain a stable municipal taxation structure, and to fund continued development of:</p> <ul style="list-style-type: none"> • The County's rural water lines • New construction and/or capital repairs of water treatment plants
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Targeted Minimum Balance:	N/A \$1,000,000
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Targeted Maximum Balance:	N/A \$5,000,000
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Funding	<ol style="list-style-type: none"> 1. Surplus funds from the annual operating budget for rural water line connections, calculated as the difference between the County charge to the resident for connection, less the average installation costs for labour and material. 2012/2013 calculation: [County charge for a rural water tie in \$8,000*] less [Average installation cost \$6,228] equals [\$1,772 Transfer to Water Reserve Fund per rural water line connection]. *The County's Fee Schedule Bylaw establishes the fee for a rural water tie-in. 2. Surplus revenue from water and sewer operating budgets be contributed to the Water Reserve. The surplus is calculated as the difference between the County charges for connections and per m³-consumed, less distribution, collection, and treatment costs.
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Targeted Annual Contribution:	<ol style="list-style-type: none"> 1. Surplus funds from the annual operating budget for rural water line connections, calculated as the difference between the County charge to the resident for connection, less the average actual installation costs for labour and material.
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	<p>2012/2013 calculation: [County charge for a rural water tie-in \$8,000*] less [Average installation cost \$6,228] equals [\$1,772 Transfer to Water Reserve Fund per rural water line connection]. *The County's Fee Schedule Bylaw establishes the fee for a rural water tie-in.</p> <p>2. Surplus revenue from water and sewer operating budgets be contributed to the Water Reserve. The surplus is calculated as the difference between the County charges for connections and per m³ consumed, less distribution, collection, and treatment costs.</p>
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	28-Sep-16	16-09-690
Amended		
Amended		

Mackenzie County

Title	Street Light Replacement Reserve	Policy No.	RESV019
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Account Code	4-32-710
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Purpose	To establish a street light replacement reserve to provide funding in order to retain a stable municipal taxation structure, and to fund the County's non-vested street light replacement.
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Targeted Minimum Balance:	\$250,000
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Targeted Maximum Balance:	\$1,000,000
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Funding	<ol style="list-style-type: none"> 1. As part of the annual budget process, a review of street light replacement should be completed to determine the appropriate yearly amount to contribute. 2. A minimum of \$250,000 should be budgeted annually as a contribution to this reserve. An annual inflation rate of 1.5% is to be applied annually.
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Targeted Annual Contribution:	<ol style="list-style-type: none"> 1. As part of the annual budget process, a review of street light replacement be completed to determine the appropriate yearly amount to contribute. 2. A minimum of \$250,000 should be budgeted annually as a contribution to this reserve. An annual inflation rate of 1.5% is to be applied annually.
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County Council, a list indicating the current and previous year-end balances for this reserve will be provided.

3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	28-Sep-16	16-09-690
Amended		
Amended		

Mackenzie County

Title	Emergency Service Reserve	Policy No.	RESV07
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Account Code	23-765
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Purpose

To establish an emergency service reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to fund emergency service capital expenditures items in such areas as buildings, equipment and vehicles. Emergency services cover the fire and enforcement functions.

Targeted Minimum	\$300,000
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Targeted Maximum	\$1,000,000
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Funding

As part of the annual budget process, an in depth review is to be undertaken of the five (5) year capital expenditures plan to determine the appropriate yearly amount to place in the vehicle replacement reserve. A minimum of \$200,000 should be budgeted as a contribution to this reserve.

Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	06-Jun-01	01-320
Amended	09-Nov-05	05-603
Amended	28-Apr-10	10-04-315

Municipal District of Mackenzie No. 23

Title	Capital Funding Carry Forward Reserve – Recreation Boards	Policy No:	RESV 11
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Account Code	71-710 – Fort Vermilion 71-711 – La Crete 71-712 – Zama
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose (use of funds)	<p>Over the last few years, Council has allocated a matching capital funding component to the La Crete, Fort Vermilion and Zama Recreation Boards. To acquire this funds these boards must receive matching third party funding such as grants, cash donations, and/or donations in kind (volunteer hours and/or equipment). It is conceivable that in a given year, a recreation board may not have the need or did not receive sufficient third party funding to access the MD's capital funding component. In those years that recreations board did not access the total amount budgeted, the MD will set aside those amounts not accessed in a reserve. A specific reserve will be set up for each Recreation board.</p> <p>To access these funds in the following year (s), the Board must make a written request and provide the appropriate supporting documentation of third party funding of the capital project.</p> <p>If it is determined that a Recreation Board cannot utilize these reserve funds in a timely fashion, Council has the discretion to allocate any balances in these specific reserves to any Recreation board or recreation project that they see fit.</p> <p>Also, in cases where a board receives matching funds in any given year in excess of those required, the recreation board can use this excess amount as a matching amount for a subsequent year. For example:</p> <ol style="list-style-type: none"> 1. Council currently provides a \$30,000 capital grant to each recreation board. 2. Each board must match this \$30,000 with third party funding. 3. If a board was able to raise \$45,000 in any given year, \$15,000 (\$45,000 – \$30,000) can be used as matching third party funding for a subsequent year. 4. This excess amount can only be carried forward for one year.
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Targeted Minimum: \$ N/A

Targeted Maximum: \$ 90,000 per recreation board

Funding
Allocated from current year budget.

	Date	Resolution Number
Approved	February 5, 2002	02-057
Amended	September 3, 2002	02-613
Amended		

TO BE RESCINDED

Municipal District of Mackenzie No. 23

Title	Walking Trail Reserve	Policy No.	RESV12
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Account Code	32-715 (Fort Vermilion) 32-716 (La Crete) 32-717 (Zama)
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose	<p>To establish a walking trail reserve. This reserve will provide funding for the walking trails in the hamlets of Fort Vermilion, La Crete, and Zama. The 5 year capital plan was to allocate \$20,000/year for each hamlet during the years 2001 – 2005.</p> <p>Starting in 2002, to acquire these funds the group or committee that is requesting these funds must receive matching third party funding such as grants, cash donations, and/or donations in kind (volunteer hours and/or equipment).</p> <p>The group or committee must make a written request and provide the appropriate supporting documentation of the third party funding. No request will exceed the total amount that is available in the current year budget and in the individual hamlet reserve.</p>
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Targeted Minimum	\$0
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Targeted Maximum	\$100,000 per hamlet
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Funding	Funding will be provided through the annual budget process.
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the MD.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD council, a list indicating the current and previous year-end balances for this reserve will be provided.

3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	January 17, 2002	02-026
Amended	February 8, 2002	02-109
Amended		

TO BE RESCINDED

Municipal District of Mackenzie No. 23

Title	Water Treatment Plant	Policy No.	RESV 13
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Account Code	41-713
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Purpose	<p>To establish water treatment plant reserve. This reserve will provide funding in order to accommodate new construction and/or capital repairs of a water treatment plants within municipal district.</p>
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Targeted Minimum	\$500,000
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Targeted Maximum	\$1,500,000
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Funding	To be determined.
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the MD.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	May 14, 2003	03-329
Amended		
Amended		

Municipal District of Mackenzie No. 23

Title	Funding to community non-profit organizations	Policy No:	RESV 15
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Account Code	04-71-715 –Funding to community non-profit organizations
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose (use of funds)	<p>To establish a funding reserve for community non-profit groups and organizations. Over the last few years, Council has allocated a matching capital and operating funding to various community non-profit organizations and groups during budget deliberations. This reserve will be used to provide funding for special requests or to provide advance funding for special projects.</p>
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Targeted Minimum: \$ N/A

Targeted Maximum: \$ 80,000

Funding	<p>Minimum of \$20,000 per year shall be budgeted as a contribution to this reserve.</p>
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TO BE RESCINDED

Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the MD.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	September 28, 2005	05-505
Amended		
Amended		

TO BE RESCINDED

Mackenzie County

Title	Bursaries Reserve	Policy No.	RESV17
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Account Code	4-12-709
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Purpose	To establish the Bursaries reserve.
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Targeted Minimum Balance:	\$N/A
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Targeted Maximum Balance:	\$N/A
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Funding	This reserve will be used to retain budgeted funds not awarded during an annual distribution to bursars. The accumulated funds may be used to award bursaries in years of higher demand.
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Targeted Annual Contribution:	This reserve will be used to retain budgeted funds not awarded during an annual distribution to bursars. The accumulated funds may be used to award bursaries in years of higher demand.
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County Council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
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Approved	12-Apr-11	11-04-348
Amended		
Amended		

TO BE RESCINDED

Mackenzie County
2017 Budget
MUNICIPAL RESERVES

Schedule F

Account	Code		Name	Estimated (Dec. 31, 2016)	To be used for projects	Transfer from Operating to Reserve	Transfer from Reserves to Operating	Interfund Transfers	Estimated (Dec. 31, 2017)
			Operating Fund Reserves:						
4-12-709		RESV17	Bursaries	9,250			(9,250)		-
4-12-711	GO	RESV01	General Operating	3,549,586			(1,000,000)		2,549,586
4-32-714	GR-R	RESV05	Gravel Reclamation	22,377					22,377
4-32-720	GR	RESC14	Gravel Crushing	543,955			(500,000)		43,955
4-41-712	OSL	RESV03	Off-Site Levy	1,307,529					1,307,529
4-51-712	GOO		Grants to Other Organizations	338,394	(222,650)			20,000	135,744
4-71-715	NP	RESV15	Non-profit Organizations	20,000				(20,000)	-
	RB-EC		Recreation Emergent Funding	130,333					130,333
4-72-714	MR	RESV10	Municipal Reserve	478,672	(168,000)				310,672
			Subtotal - Operating Fund Reserves	6,400,096	(390,650)	-	(1,509,250)	-	4,500,196
			Capital Fund Reserves:						
4-23-765	ES	RESV07	Emergency Service	963,469				(963,469)	0
	ES-FV		Emergency Service - Fort Vermilion	450,000					450,000
	ES-TK		Emergency Service - Tompkins	250,000	-			(250,000)	-
4-31-761	V&E	RESV06	Vehicle & Equipment Replacement	2,000,000	(192,047)			963,469	2,771,422
4-32-713	RD	RESV04	Roads (General)	3,942,839	(655,000)				3,287,839
4-32-715	WT-FV	RESV12	Walking Trails - Fort Vermilion	-					-
4-32-716	WT-LC	RESV12	Walking Trails - La Crete	-					-
4-32-717	WT-ZA	RESV12	Walking Trails - Zama	-					-
4-37-714	DR	RESV09	Drainage	775,622	(585,606)				190,016
4-41-713	PLT	RESV13	Water Treatment Plant	190,011				(190,011)	0
4-41-714	WTR	RESV18	Water (Line and Surplus water & sewer)	1,351,791	(15,000)			190,011	1,526,802
4-71-712	RB-ZA		Recreation Board Reserve - Zama	-					-
4-71-713	RB-FV		Recreation Reserve - Fort Vermilion	82,782	(55,000)				27,782
4-71-714	RB-LC		Recreation Reserve - La Crete	30,050	(30,050)				0
	RF-FV		Recreation Facilities - Fort Vermilion	200,000	(200,000)				-
4-72-712	RP	RESV08	Recreation and Parks	250,000	(40,000)				210,000
4-97-760	GC	RESV02	General Capital	4,271,662	(75,964)		(50,000)	250,000	4,395,698
			Subtotal - Capital Fund Reserves	14,758,226	(1,848,667)	-	(50,000)	-	12,859,560
			TOTAL RESERVES	21,158,323	(2,239,317)	-	(1,559,250)	-	17,359,756

Amend
Rescind

Established reserves as per Council policies



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Louise Flooren, Acting Director of Finance
Title:	Policy ADM002 Vehicle Usage

BACKGROUND / PROPOSAL:

On March 1, 2017, the Finance Committee recommended amending Policy ADM002 regarding Sirius Satellite Radio in County vehicles and requested that administration review the policy prior to presenting to Council for amendment. Administration reviewed the policy and did not recommend any further changes.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: J.V. Batt **Reviewed by:** Louise Flooren **CAO:** Len Racher

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM002 Vehicle Usage be amended as presented.

Author: J. V. Batt **Reviewed by:** L. Flooren **CAO:** Len Racher

Mackenzie County

Title	Vehicle Usage	Policy No:	ADM002
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Legislation Reference	MGA
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PURPOSE

To ensure procedures are established and adhered to for use of Mackenzie County owned and leased vehicles.

POLICY STATEMENT

1. Statement:

Mackenzie County shall provide vehicles to municipal staff who require a vehicle for work purposes.

Related Policies: ADM001, ADM032

GUIDELINES

2. Procedure & Responsibility

- a) All full time employees of Mackenzie County shall have access to a County owned or leased vehicle if required to perform their duties.
- b) Wage or temporary employees may have access to a County owned or leased vehicle if available at the discretion of management for the performance of municipal duties.
- c) If a full time employee is unable to be provided with a County owned or leased vehicle and one is required to perform their duties, the municipality shall reimburse the employee in accordance with the Employee Expense Reimbursement Policy No. ADM032, upon approval by the CAO.
- d) With prior approval of the CAO, employees may rent a vehicle directly from the private sector only if a County owned or leased vehicle is not available.
- e) Employees may be authorized to use a County vehicle for travel between their residence and their place of work when:
 - It is advantageous that an employee leave directly from his/her place of residence on County business, or
 - On a continuous basis if it can be shown to be in the County's interest

to allow an employee to provide secure parking or care during a period of inclement weather and there is no charge to the County.

NOTE: Vacationing employees may be required to leave their County vehicles and keys at one of the Municipal Offices at the discretion of the CAO.

- f) Employees traveling outside the municipality with a County vehicle on municipal business may be allowed to carry spouses and/or family members, provided there is no additional expense to the County, and with prior approval of the CAO. Spouses will not be allowed to operate a County vehicle.
- g) Non-adherence with any of the clauses in this policy may result in the removal of County vehicle use and/or disciplinary action by the appropriate authority.
- h) County vehicles shall not be used for personal use except for travelling between work and home.
- i) If Sirius Satellite Radio is available in County owned vehicles, it is at the employee's discretion to purchase a subscription. The County will not be responsible for purchasing Sirius Satellite Radio subscriptions in County owned vehicles. It is the employee's responsibility to cancel the service upon termination of employment.
- j) The CAO, Directors, Managers, Area Lead Hands, Agricultural Fieldman, and other persons on call, shall be allowed to use a County vehicle to travel from their home to their place of work.
- k) CRA defines personal use as the following:
 - Personal driving (personal use):

Personal driving is any driving by an employee, or a person related to the employee, for purposes not related to his or her employment. An employee may use one a county owned or leased vehicles for purposes other than business or, an employee may use his or her personal vehicle to carry out employment duties and get an allowance for the business use of that vehicle. Whatever the situation, if an employee drives a county vehicle for personal reasons or reimburses an employee for the personal driving of his or her own vehicle, there is a taxable benefit that has to be calculated and included in his or her income.
 - Personal driving includes:
 - vacation trips;
 - driving to conduct personal activities;

- travel between home and a regular place of employment, other than a point of call. (Include any refunded expenses such as taxi fares); and
 - travel between home and a regular place of employment even if you insist the employee drive the vehicle home, such as when he or she is on call.
- I.) If a County vehicle is used for personal use employees will incur a taxable benefit as prescribed by the CRA. CRA requires employees to keep track of personal use kilometers. Employees will need to submit log sheets to the Human Resources department on a monthly basis.

3. Agreement

All Employees will be required to sign a copy of the “Vehicle Use Agreement” (Schedule “A” attached) to acknowledge their receipt of the policy and understanding of its content.

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2003-05-13	03-291
Amended	2015-02-25	15-02-140

Schedule "A"

Vehicle Use Agreement

I certify that I have read, understand, and agree to the terms set forth in the Vehicle Usage Policy in its entirety.

I further certify that I have received a copy of this Policy.

Signature

Date

Name (Please Print)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Louise Flooren, Acting Director of Finance
Title:	Policy FIN024 Electronic Signatures

BACKGROUND / PROPOSAL:

The Finance Department recently upgraded our Diamond Software which included changes to our electronic signature storage. Administration is looking to streamline our Accounts Payable processes so that tasks can be completed in a quick and timely manner.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: J.V. Batt **Reviewed by:** Louise Flooren **CAO:** Len Racher

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN024 Electronic Signatures be amended as presented.

Author: J. V. Batt **Reviewed by:** L. Flooren **CAO:** _____

Mackenzie County

Title	Electronic Signatures	Policy No:	FIN024
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Legislation Reference	Municipal Government Act, Part 6, Section 213
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Purpose

To provide a clear understanding regarding the usage of electronic signature signing software.

Policy Statement and Guidelines

Under section 213, cheques must be signed or authorized by the chief elected official and by a designated officer. A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

Guidelines/Procedures:

1. The following persons shall have signing authorities for the cheques:
 - Reeve
 - Deputy Reeve
 - Chief Administrative Officer
 - Director of Finance
2. For informational purposes, administration shall provide a list of cheque payments made to the Reeve, Deputy Reeve, and to the Finance Committee members at Finance Committee meetings. The list shall be communicated by fax or through email.
- ~~3. The electronic signatures shall be stored on one USB device. The USB device shall be stored in a safe that is accessible only by CAO and Director of Finance. Immediately following the cheque printing procedure, the USB key must be removed from a computer and locked in the safe.~~
4. Cheques shall be printed in the presence of one of the personnel authorized in 5 below. In the event that these individuals are not available, a designate will be appointed at that time by the CAO or Director of Finance.
5. For additional security, the cheque signing software shall be unlocked by entering two passwords. Both the primary and secondary passwords are required to activate the cheque signing software.

The following persons shall be authorized to carry the primary cheque signing software passwords:

- CAO
 - Director of Finance
 - Finance Controller
6. The following persons shall be authorized to carry the secondary cheque signing software passwords:
- Finance Officers
 - Director of Legislative & Support Services
7. The cheque signing software to be installed on ~~three~~ **two** workstations:
- Accounts Payable workstation
 - Finance ~~Officer~~ **Controller** workstation – as a back up
 - ~~Information Technologist – as a back up~~
8. All blank cheques must be stored in the central vault except during the cheque printing and signing process.
9. All void cheques shall be kept on file for form number control.
10. The primary and secondary passwords for the cheque signing software shall be changed should there be any change in personnel for the positions authorized to operate the cheque signing software.
11. A Cheque Run Control worksheet must be completed for each cheque run; the worksheet must be attached to the cheque copies register for that cheque run.
12. All other general security settings within the accounting software and maintenance of such shall apply.
13. The ~~primary and secondary password persons~~ **Finance Officer and Finance Controller** shall review and agree the supporting documentation to the cheque payment sheet. Each cheque sheet has to be ~~signed~~ **initialed** as proof of their review prior to cheques being issued. The following has to be agreed:
- Vendor name
 - Invoice number
 - Amount
 - Authorization of payment

	Date	Resolution Number
Approved	2005-08-31	05-425
Amended	2005-12-10	05-709
Amended	2007-12-11	07-12-1111
Amended	2015-02-25	15-02-143



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Louise Flooren, Acting Director of Finance
Title:	Policy FIN026 Tangible Capital Assets Accounting

BACKGROUND / PROPOSAL:

The Consultants from Wilde & Co have suggested changes to Policy FIN026 Tangible Capital Assets Accounting. According to the consultants, FIN026 does not appear to be followed consistently when amortizing different assets within the County.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: J.V. Batt **Reviewed by:** Louise Flooren **CAO:** Len Racher

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN026 – Tangible Capital Assets Accounting be amended as presented.

Author: J. V. Batt **Reviewed by:** L. Flooren **CAO:** Len Racher

Mackenzie County

Title:	Tangible Capital Assets Accounting	Policy No:	FIN026
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Legislation Reference:	Municipal Government Act, section 276(1)
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Purpose

To provide guidance for the accounting for tangible capital assets.

Contents:

-
1. Regulatory Framework
 2. Asset Classes
 3. Capitalization Criteria
 4. Valuation
 5. Depreciation
 6. Acquisition, Transfer, and Disposal of Assets
 7. Other Policies Associated With Accounting For TCAs
-

Attachments:

1. NEW TCA ASSET FORM
2. ASSET TRANSFER REQUEST FORM
3. ASSET DISPOSAL REQUEST FORM

1. Regulatory Framework

The County uses the following standards and guidance, to account for Tangible Capital Assets (TCA):

- Mandatory:**
1. *Public Sector Accounting Board (PSAB) 3150, 2007 & as revised / amended from time to time by the Canadian Institute of Chartered Accountants (CICA).*
 2. Other CICA standards that relate to asset accounting.

- Guidelines:**
1. *Tangible Capital Assets Implementation Toolkit, 2008, Alberta Municipal Affairs.*
 2. *Guidelines on Valuations of Tangible Capital Assets for PSAB 3150, 2008, Alberta Municipal Affairs.*

2. Asset Classes

The County uses the following asset classification. This means that the County will use this classification for:

- filing documentation about assets;
- recording values in the accounting system.

Nr.	Class Title	Definition
1	Vehicles	<i>What is included (and what not), is described in the following three documents:</i> PSAB 3150 & TCA Implementation Toolkit (2008) & Guidelines on Valuations of TCA (2008) (this document deals specifically with the engineered structures)
2	Machines & Equipment (incl. graders)	
3	Buildings	
4	Recreation Boards	
5	Traffic Lights	
6	Bridges	
7	Street Lights	
8	Lands	
9	Engineered Structures: Roads	
10	Engineered Structures: Roads Related Drainage	
11	Engineered Structures: Water Treatment System	
12	Engineered Structures: Water Distribution System	
13	Engineered Structures: Wastewater System	
14	Engineered Structures: Wastewater Collection System	
15	Land Improvements	

3. Capitalization Criteria

According to PSAB 3150, Tangible capital assets are non-financial assets having physical substance that:

- are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- have useful economic lives extending beyond an accounting period;
- are to be used on a continuing basis; and
- are not for sale in the ordinary course of operations.

Assets that (a) meet the definition of a TCA, and (b) meet the municipality's capitalization threshold (minimum dollar amount), will be capitalized as assets (put on the balance sheet), and will be subsequently depreciated over its useful life as determined at the time of the purchase.

Assets that do not meet these criteria will be treated as expenses in the year of acquisition.

The capitalization thresholds of the municipality's assets are:

Nr.	Class Title	Threshold / Criteria
1	Vehicles	\$5,000
2	Machines & Equipment (including graders)	\$5,000
3	Buildings	\$5,000
4	Recreation Boards	Depends on class (e.g.: vehicles \$5,000)
5	Traffic Lights	\$5,000 Note: Traffic lights can be considered 'group assets'. CICA defines group assets as follows: "They have a unit value below the capitalization threshold, but have a material value as a group. They are homogeneous in terms of their physical characteristics, use, and expected useful life."
6	Bridges	For acquisitions: \$5,000 For subsequent 'significant repairs', expenses over \$5,000 are capitalized (assumption is that these expenses are needed for the normal operation of the bridges and/or ensure that the originally planned service time can be reached).
7	Street Lights	\$5,000
8	Lands	For new acquisitions: \$0 (always recorded & capitalized). Note: Only lands that have been titled to the County will be recorded as TCA asset. The County will also record recent land purchases that are in the process of being titled to the County. Untitled lands under roads are valued at \$1.
9	Roads	Engineered structures: \$5,000
10	Roads Related Drainage	
11	Water Treatment System	
12	Water Distribution System	
13	Wastewater System	
14	Wastewater Collection System	
15	Land Improvements	\$5,000

Special situation 1: purchase of multiple below-threshold assets, on one invoice

If a purchase is made of multiple small assets (each below the threshold) at the same time, then the total purchase price on the invoice will not be capitalized. The reason is that it does not concern one asset, but multiple unrelated small assets that each falls below the capitalization threshold. Example: purchasing three computers at \$2,000 each totals \$6,000. This will not be capitalized because there are three unrelated assets, each of which does not meet the threshold criteria for capitalization.

Special situation 2: one large asset, with a number of components

Significant Individual components of an asset that were acquired as part of a (one) capital asset, where the individual values are less than the threshold, are capitalized as part of the capital assets. However, the aggregated value should still exceed the capitalization threshold.

Significant individual components, of which the individual value exceeds the capitalization threshold, will be depreciated individually over the useful life of that particular component. The useful life of a component will be limited to the useful life of the larger asset should the component's use be dependant on that of the larger asset. Example: payments for a water treatment plant can well include various 'significant individual components' that require different depreciation schedules, for example machinery, building, pipes etc.

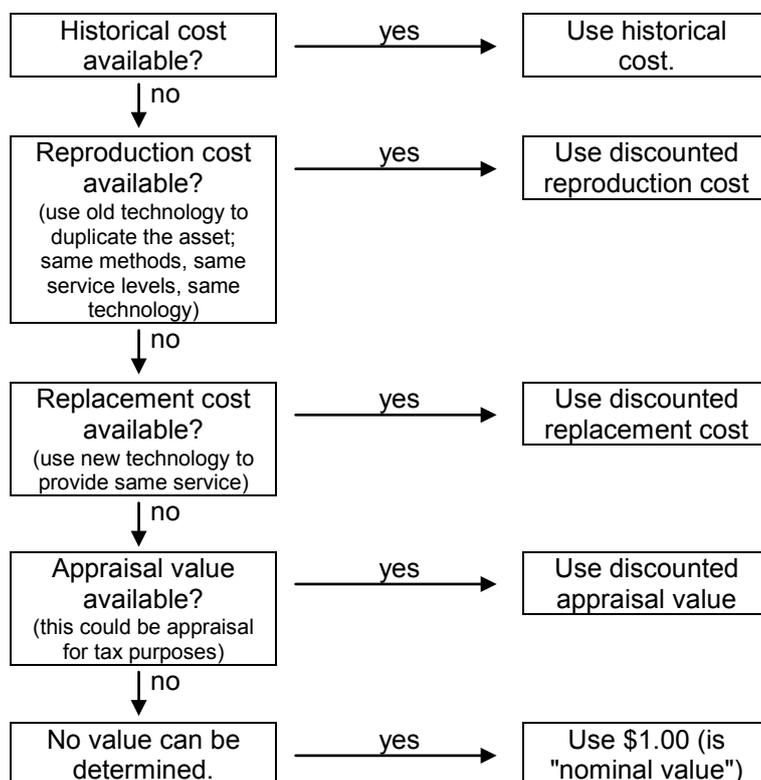
4. Valuation

4.1 General Rule: historical cost

A TCA is valued at historical 'cost'. This includes all expenditures directly attributable to bringing the asset to the location and working condition for its intended use. The cost includes the estimated cost of dismantling and removing the asset including site restoration.

4.2 Initial Valuation: Other Methods when Historical Cost is Not Available

For implementing TCA accounting in the 2009 Financial Statements, the historical cost may not be available. In that case, other valuation methods will be used. The County uses the following decision tree in those cases:



Adapted from: The OMBI Municipal Guide to Accounting for Tangible Capital Assets Version January 2, 2007.

4.3 Initial Valuation for Pre-1995 Assets

For assets that date from before January 1, 1995, the assets are treated as 'contributed assets' as required under PSAB 3150. These assets are valued at the estimated "fair value" on January 1, 1995. These estimates are obtained through one of the following values (on, or as close to January 1, 1995 as possible), and deflating back to January 1, 1995:

- market value, and where that is not available:
- reproduction cost, and where that is not available:
- replacement cost, and where that is not available:
- appraisal value, and where that is not available:
- nominal value of \$1

5. Depreciation

A TCA is depreciated on a systematic basis over its useful life. Each part of a TCA with an individual cost that meets the capitalization threshold is depreciated separately.

- Depreciation starts in the calendar year ~~following the year~~ in which the asset is ~~added to the TCA registry~~ **purchased or put to use**.
- Depreciation is calculated on a straight-line basis (the linear method).
- Depreciation is limited to its expected residual value, which will be reassessed on an annual basis.
- The depreciation is charged to the departments that use the assets.
- Depreciation is **not** calculated in the year of disposal.

Guidelines for the useful life, in years:

1. Vehicles	10 years (25 years for fire trucks)
2. Equipment	5 to 15, depending on the type of equipment (see TCA Guideline for specification)
3. Buildings	50 (25 for portable buildings like trailers)
4. Recreation Boards	depends on the type of asset
5. Traffic Lights	30
6. Bridges	up to 50 years (used remaining life estimates from Alberta Transportation used)
7. Street Lights	25
8. Lands	not applicable
9. Roads	10 to 30, depending on the type of road
10. Roads Related Drainage	50
11. Water Treatment System	45
12. Water Distribution System	75
13. Wastewater Treatment System	45
14. Wastewater Collection System	75
15. Land Improvement	15 to 45, depending on the types of land improvement

6. Acquisition, Transfer, and Disposal of Assets

Finance needs to be kept informed about new assets, transfers, and disposals, in order to keep the TCA registry up to date:

Acquisitions: Have to comply with the County's Purchasing Policy (FIN021). When assets are purchased, the Director/Budget Holder must fill in a "New TCA Asset" form and send that (with supporting purchase documentation) to the Finance Department. The Finance Department will also use other sources to identify new additions (Council minutes, weekly payments, title searches etc.). The Finance Department will add the asset to the registry if the acquisition meets the TCA criteria.

Transfers: The departments that transfer out the assets shall complete and submit the Asset Transfer Request Form to Chief Administrative

Officer or Designate for approval. Chief Administrative Officer or Designate shall be responsible for approving the transfers of an asset. A copy of the approved "Asset Transfer Request Form" shall be submitted to the County's Finance Controller and the Manager/Director of the receiving department. The Finance Department will make the necessary adjustments to the TCA registry to reflect the transfers.

Disposals: All asset disposals shall be according to FIN029 Asset Disposal Policy.

Relationship with Insurance

The departments that acquire or dispose TCA assets shall send a copy of the New TCA Asset Form or approved Asset Disposal Request Form to the Director of Corporate Services.

7. Other Policies Associated With Accounting For TCAs

FIN021	<i>Account Code Structure</i>	Defines the structure (classification) of the County's accounting system.
FIN025	<i>Purchasing policy</i>	Provides rules for who can make purchases and what procedures are to be followed.
FIN029	<i>Asset Disposal Policy</i>	Provides a framework and guidance for the disposal of county's assets.
ADM001 to ADM003	<i>Vehicle usage, maintenance, and replacement policies</i>	Provides guidance for vehicle usage, maintenance and replacement.

	Date	Resolution Number
Approved	30-Jan-08	08-01-056
Amended	08-Dec-09	09-12-1083
Amended	30-Nov-11	11-11-946



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Willie Schmidt, Fleet Maintenance Manager
Title:	Gravel Truck

BACKGROUND / PROPOSAL:

During 2017 budget deliberations, \$60,000 was allocated for a Gravel Truck. At the February 28, 2017 Regular Council Meeting the following motion was made:

MOTION 17-02-151 **MOVED** by Councillor Driedger

That administration be authorized to purchase at public auction two 2016 new dodge pickups and a dump truck subject to price.

CARRIED

Administration attended the Richie Brothers Auction sale in Edmonton and recorded the results of the auction. Results for the gravel trucks are as follows:

- 2013 Peterbuilt with 416,000km sold for \$95,000
- 2011 International with 79,300km sold for \$65,000
- 2008 Kenworth with 624,000km sold for \$81,000
- 2007 Kenworth with 571,500km sold for \$81,000

There were new trucks at the auction as well, equipped similar to our specifications. They both sold for \$8,000 more than the quotes we received from our local dealerships.

At the Public Works Committee Meeting on March 6, 2017, the following recommendation was made:

Author: S Wheeler **Reviewed by:** Willie Schmidt **CAO:** _____

MOTION PW-17-03-007 MOVED by Councillor Driedger

That the recommendation to Council be to add an additional \$30,000 to the Gravel Truck capital purchase.

CARRIED

OPTIONS & BENEFITS:

Option 1:

Adding \$30,000 to the current \$60,000 would hopefully allow the County to purchase a Gravel Truck in 2017.

Option 2:

The current \$60,000 allocated for the Gravel Truck is not enough money to purchase one.

COSTS & SOURCE OF FUNDING:

2017 Capital Budget

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include an additional \$30,000 to the 2017 Capital Budget for FV – Gravel Truck, with a total budget of \$90,000, with funding coming from the General Capital Reserve.

Author: S Wheeler **Reviewed by:** Willie Schmidt **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	01-SUB-17 Sewer Easement Request on Plan 142 5000, Block 5, Lot 2

BACKGROUND / PROPOSAL:

On March 2, 2017 a subdivision application was presented to the Municipal Planning Commission for a decision. The MPC made the following two motions concerning this application. Those being:

MPC-17-03-021 MOVED by Erick Carter

That the Municipal Planning Commission recommend to Council to accept the easement offer made by the developer, subject to the review of the existing sewer line and that all cost associated to infrastructure improvement be paid for by the County.

CARRIED

MPC-17-03-022 MOVED by Beth Kappelar

That this item be TABLED until Council makes a decision regarding the easement.

CARRIED

The Planning Department has received an urban subdivision application for within the Hamlet of Fort Vermilion. The proposal is to separate the existing residence on the north end from the remainder of the lot. The subdivision request itself does not cause concern with the planning department; the issue is with an existing main sewer line that is located approximately 16.8 meters (55.7 feet) within the property.

Author: _____ Reviewed by: _____ CAO _____

Administration has been working with the developer to obtain easements so that the sewer line and manhole can be relocated to the front of the property adjacent to the road allowance, as the county does not like to cross private land in order to gain access to the infrastructure. This is to be done at the developer's expense.

Agreements have been signed for two utility easements: one for across the frontage of the property, and the other is for the existing line running diagonally between two lots on the east side of 45th Street.

Although these easements are agreed upon by the land owner, the applicant is requesting that in order to speed up the subdivision process (so that they can obtain title ASAP), save money and keep the majority of the old mature trees, that the County accept the existing sewer main where it is and they will provide all the appropriate easement requirements. Although neither they nor the County, have paper work to verify this, they have stated that the sewer line was constructed and approved according to the regulations at that time. The developers did have the sewer line going east/west across 45th street inspected by video camera as requested by the Utility department and proved to show no major sags and PVC materials. The construction of this portion of sewer line and manhole are acceptable to Mackenzie County. However the portion of sewer line south of manhole and cleanout located on Plan 142 5000, Block 5, Lot 2 has not been inspected and will have to be replaced unless inspection can be completed that proves that it's in acceptable condition and materials.

Should the County accept the developer's request to leave the line where it is, and obtain the appropriate easements, without the developer upgrading this portion. Then the cost of upgrade/replacement of this line will become the County's in the future.

OPTIONS & BENEFITS:

Should the County consider leaving the line where it is, the developers needs to be aware that any buildings will have to be placed behind this easement, which exceeds the normal 25 foot setback. No buildings would be allowed in front of this line.

Option one:

The Mackenzie County accepts the existing infrastructure currently servicing lot 2, Block 5, Plan 142 5000 in its current condition, subject to applicable easements being obtained.

Option two:

That the sewer infrastructure servicing Lot 2, Block 5, Plan 142 5000 be upgraded to current standards and moved adjacent to 45th Street.

Options are to pass, defeat, or table this request for decision.

Author: _____ Reviewed by: _____ CAO _____

COSTS & SOURCE OF FUNDING:

At the developers expense.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the sewer infrastructure servicing Lot 2, Block 5, Plan 142 5000 be upgraded to current standards and moved adjacent to 45th Street.

Author: _____ Reviewed by: _____ CAO _____

SUBDIVISION APPLICATION



File No. 01-SUB-17

Disclaimer

Information on this map is provided solely for the user's information and, While thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

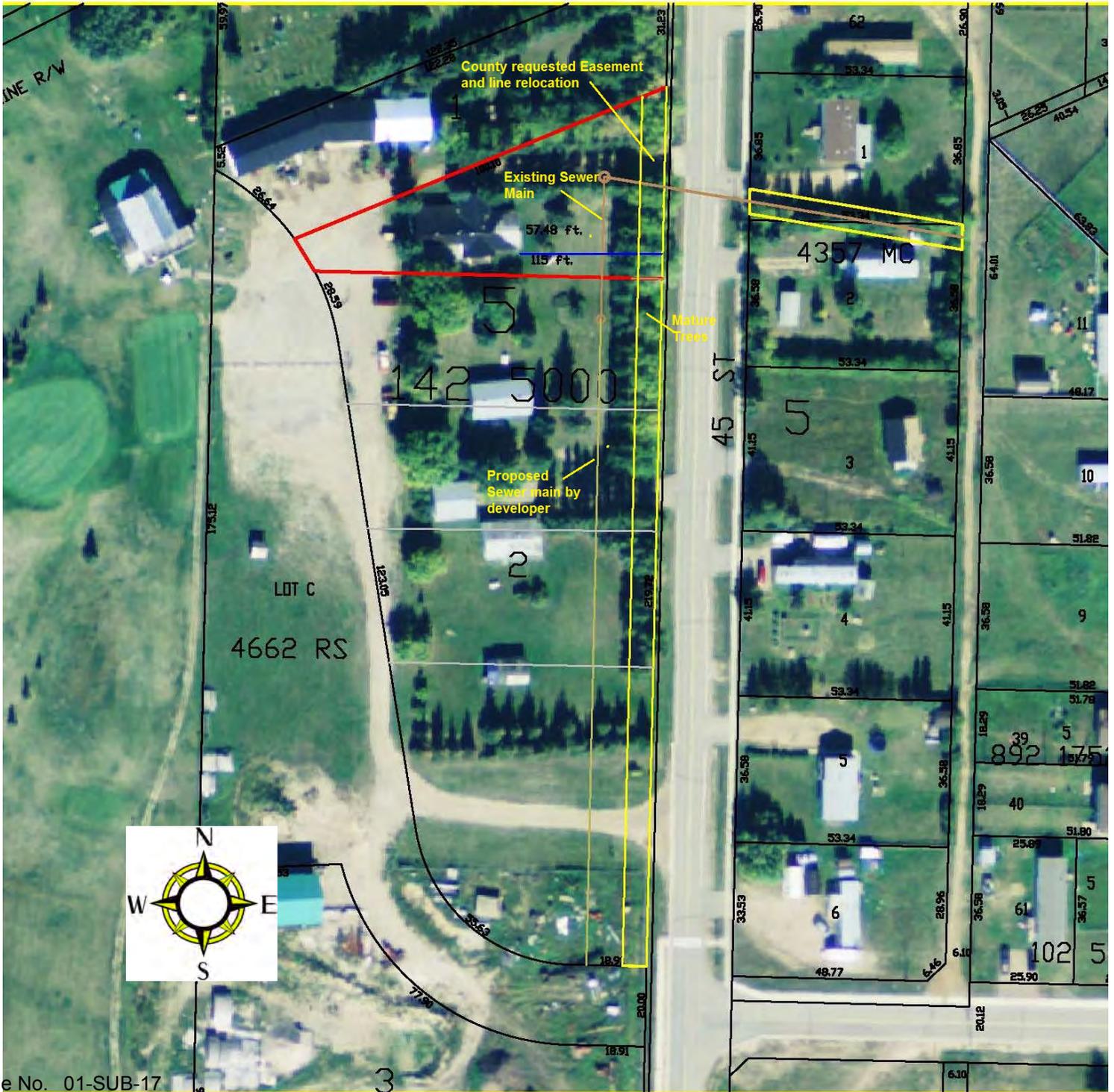
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Mackenzie County

NOT TO SCALE

COUNTY'S REQUEST



File No. 01-SUB-17

NOT TO SCALE

Disclaimer

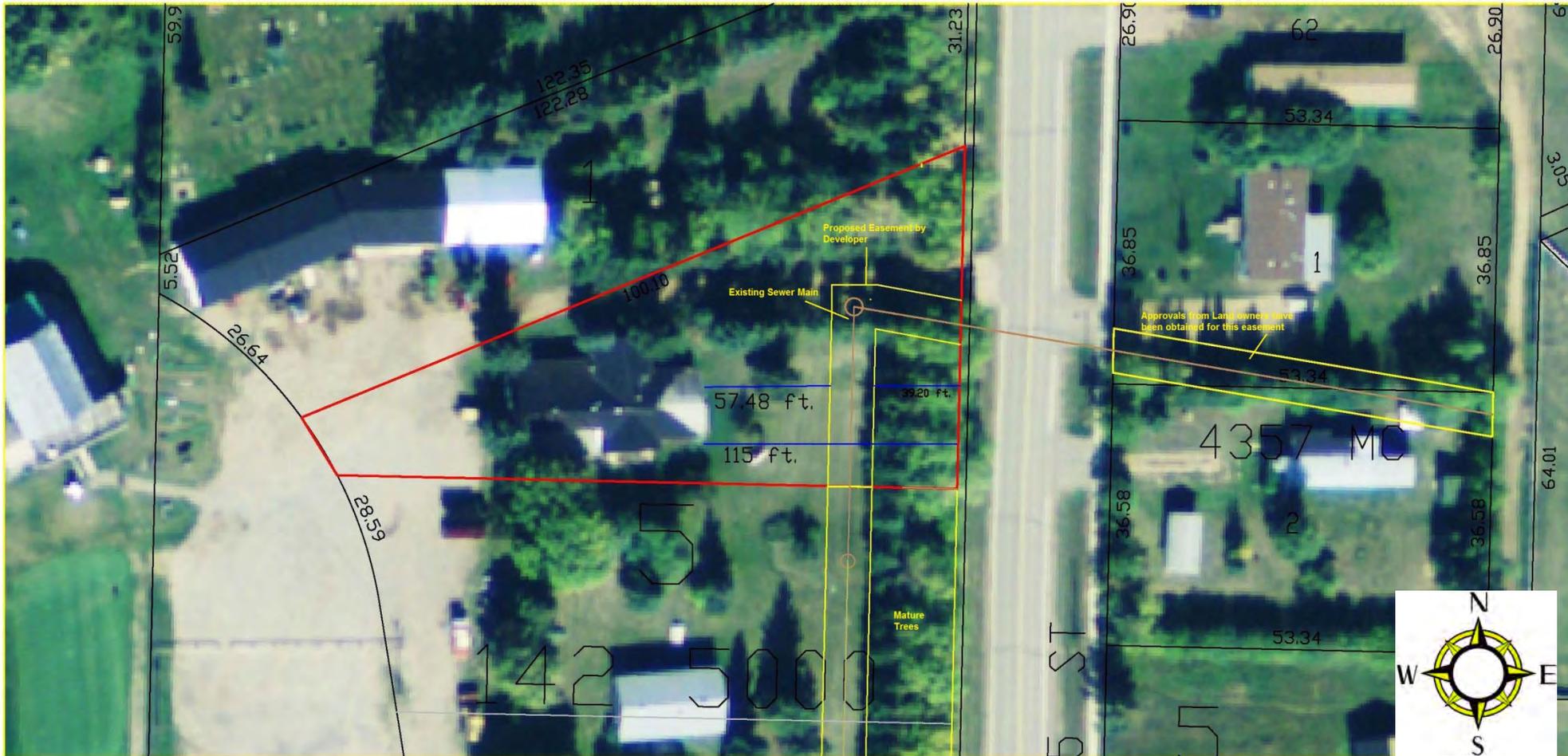
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Mackenzie County

Developers Request



File No. 01-SUB-17

Disclaimer

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NOT TO SCALE

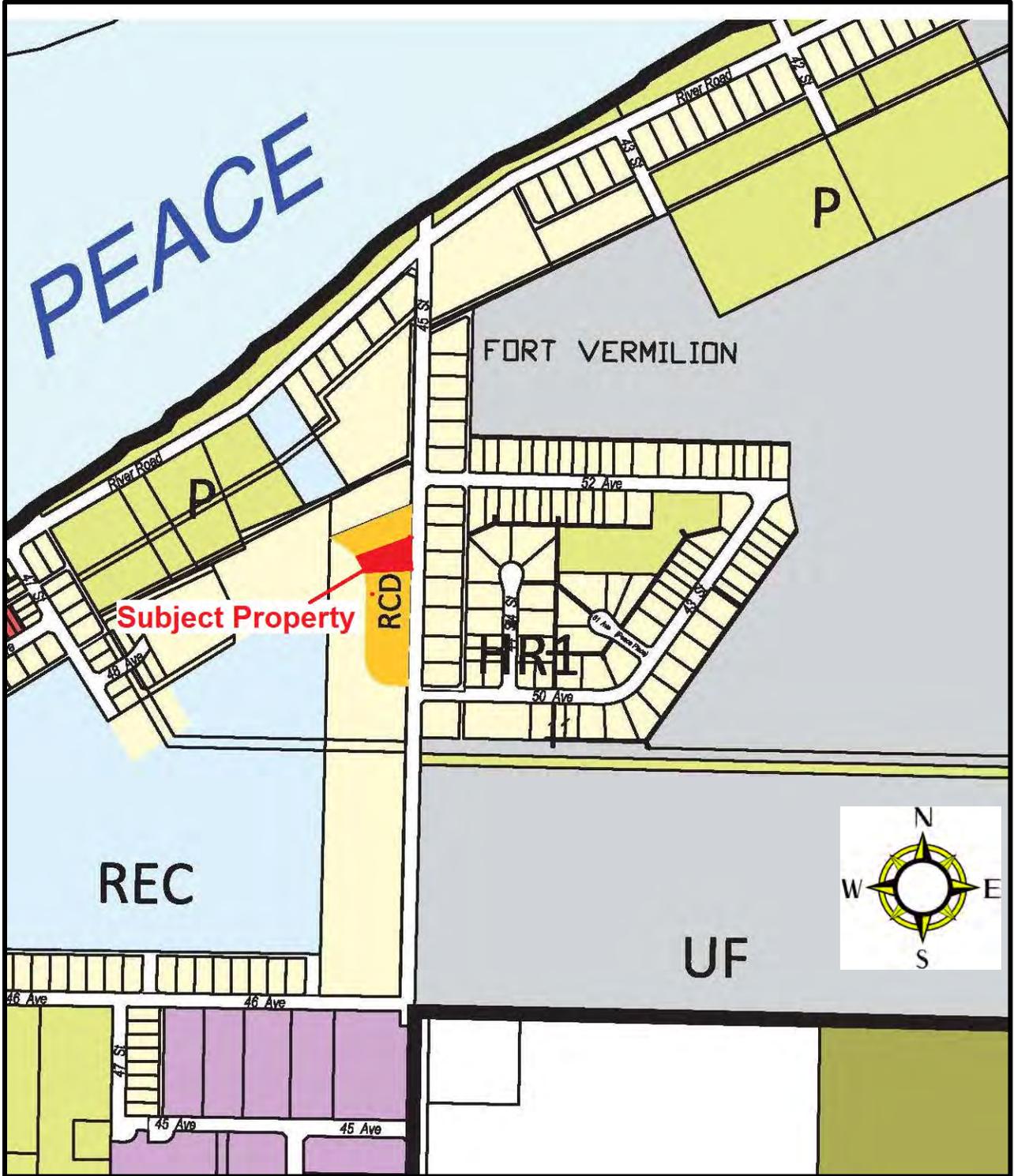


Mackenzie County

Frank Rosenberger Approximate Residential Water Services Locations



SUBDIVISION APPLICATION



File No. 01-SUB-17

NOT TO SCALE

Disclaimer

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Mackenzie County

September 26, 2016

1292173 Alberta Ltd.
174 Balsam Crescent
Olds, AB
T4H 1M4

Attn: James Rosenberger

Dear Sir:

**Re: Fort Vermilion Subdivision
Within Lot 2, Block 5, Plan 142 5000**

Velocity Engineering Inc. has completed a review of the video camera inspection of the existing sewer main extending west from manhole #133 across 45th Street. The video has been provided for your review and file.

This section of main is approximately 95 meters in length. The pipe material appears to be PVC SDR-35 (green). There is one section of main that is different in colour (white). At the time this sewer main was constructed it was common for suppliers to stock pipe without distinctive dyes. The pipe sections used are 20 feet in length. Today's industry standard is to use 13 foot lengths as it is easier for grading.

Although the pipe was not flushed clean prior to the camera work, it looks to be in good working order. There appears to be a slight sag at the downstream manhole connection. This sag is minor and is not expected to be detrimental to the operation of the main and is a common sight amongst existing aging infrastructure.

The depth of the manhole west of 45th Street is approximately 2.9 meters. Although the depth of cover is less than the current County Standard we are not aware of any issues with respect to freezing at this location. Extensions south may require insulating to meet the current County Standard for three (3) meters of ground cover. Common practice is to use rigid styrofoam insulation on sand bedding. 50mm (2") thick styrofoam insulation is equivalent to 0.6 meters of ground cover.

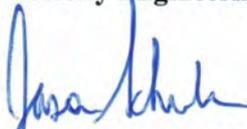
This main would extend south to serve the proposed subdivision. The existing main extending east crosses Lot 1, Block 5, Plan 4357MC. It does not appear that an easement is registered for this infrastructure and thus the County's interest must be secured.

The alternative to utilizing this existing infrastructure would be connect to the 300mm diameter main to the south. This is not desirable due to topography. The main is deeper and land elevation is higher resulting in deeper and wider trenches. This will produce a larger surface disturbance footprint at a higher cost for installation and manhole materials. The length of the main extension for either direction is expected to be similar thus connection to the north main and extending southward and uphill is preferred.

Velocity Engineering Inc. would recommend that this infrastructure is in an acceptable condition based on its age. We trust that the foregoing information is satisfactory for requesting the acceptance of ownership for the existing infrastructure by the County for use in serving the proposed subdivision.

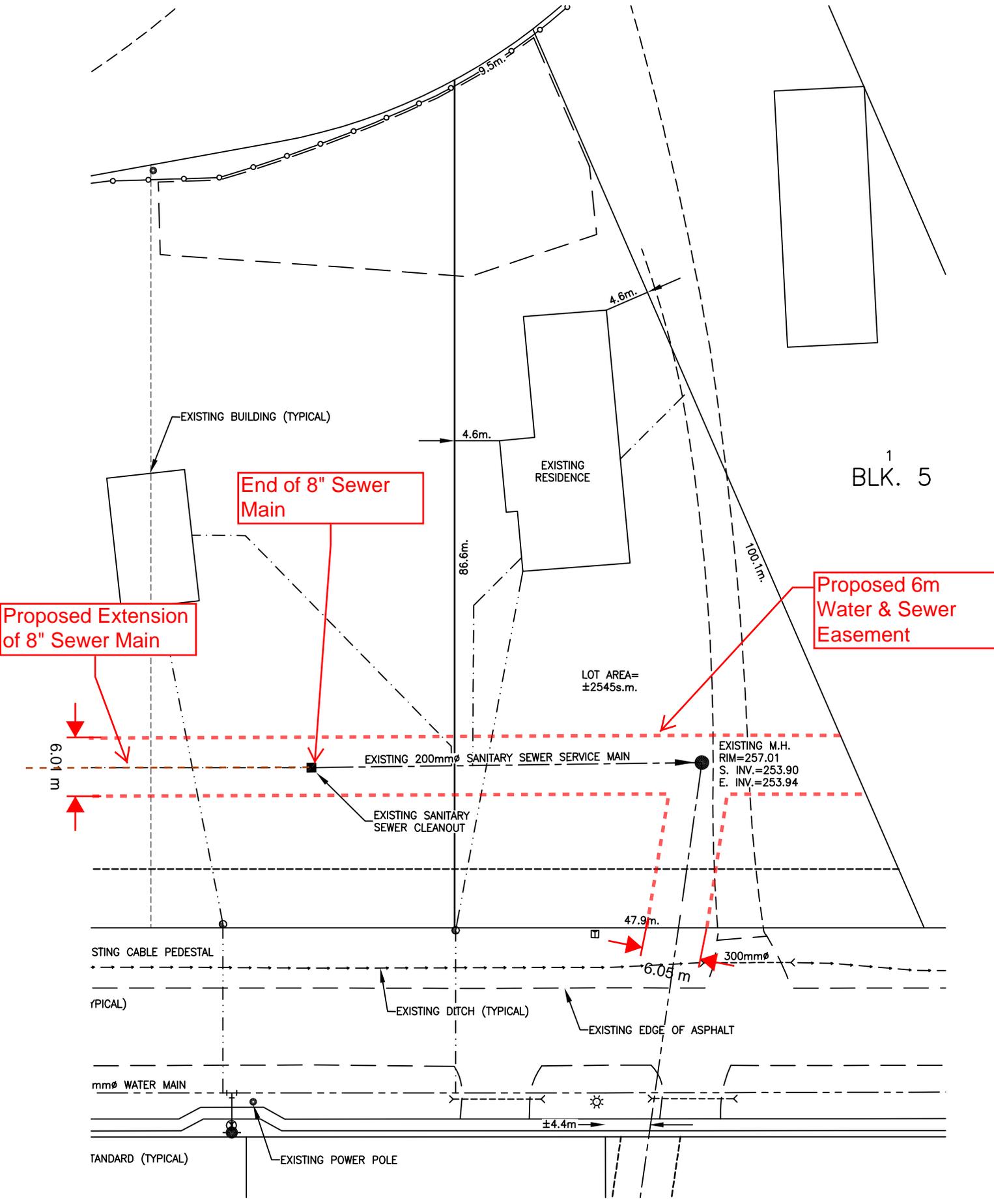
Should you require further discussion or information please contact the undersigned.

Yours truly,
Velocity Engineering Inc.



Jason Schuler, P.Eng.
Branch Manager
Peace River, AB

*c.c. Fred Wiebe
Liane Lambert*











M REAL ESTATE
926-5537
HIGH LEVEL, AB **FOR SALE**











NOW OPEN * FULL MENU *
CLUBHOUSE RESTAURANT & LOUNGE *
10AM - 10PM *

FANTASY NORTH
GOLF COURSE
Driving Range
Mini Golf Park





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Byron Peters, Director of Planning and Development
Title:	Fort Vermilion Airport – Wildlife Fence

BACKGROUND / PROPOSAL:

On January 9, 2017, administration received an email from Josh Fehr, the Assistant General Manager of CanWest Air, reiterating the need for a fence at the Fort Vermilion Airport, providing examples of near collisions with wildlife and examples of other airports within our county with fencing. He also mentioned his concerns over financial costs to replace damaged aircrafts.

Local environmental and ecological features allow for the presence of deer, such as the proximity of water source, surrounding tree cover, grasslands, crops and other vegetation.

Administration received quotes for a 5,056 meter by 10’ high game fence to surround the Fort Vermilion Airport from A1 Decking and Renovations Ltd., La Crete Fencing Ltd., and PHK Herefords and Custom Fencing. Due to the time of year quotes were unavailable from 2 out of the 3 local companies contacted.

Please see attached map for proposed fencing layout. Please note that the fencing layout will likely change.

OPTIONS & BENEFITS:

Constructing a wildlife/game fence would significantly reduce the risks associated with potential aircraft and wildlife collisions at the Fort Vermilion Airport.

Significantly reducing these risks would also increase pilot and airport operator safety.

Author: T Weller **Reviewed by:** Byron Peters **CAO:** _____

COSTS & SOURCE OF FUNDING:

Quotation 1: Provided by A1 Decking and Renovations Ltd., estimated cost would be between \$100,000 and \$160,000. To include 10' high 4x4 posts at 12' apart and standard "wildlife" fencing.

Source of funding would be at the discretion of Council.

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: T Weller Reviewed by: Byron Peters CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Fred Wiebe, Director of Utilities
Title:	La Crete Sanitary Sewer Expansion Study Proposal Award Recommendation

BACKGROUND / PROPOSAL:

The La Crete sanitary sewer system is nearing capacity and minimum depth-of-cover challenges in several areas. Currently there is almost no capacity to service new development west of 113 Street or north of 109 Avenue. The Planning Department has received multiple inquiries from potential developers and their engineers in the last year inquiring about developing lands that currently are not serviceable.

The Infrastructure Master Plan provides a high level overview of the infrastructure that is needed and is a good guiding document, but it provides no specific sighting and design details. These details are needed in order to allow developers to complete their conceptual design and costing estimates, which typically occur a year or two before any actual development occurs.

Three proposals were received and opened at the February 28, 2017 council meeting and motion was made to bring back recommendation for award to the next meeting:

MOTION 17-02-154 ***MOVED** by Deputy Reeve Wardley
That administration reviews the La Crete Sanitary Sewer Expansion Study proposals, according to the matrix, and that a recommendation for best qualified bidder be brought back to the next council meeting.*
CARRIED

OPTIONS & BENEFITS:

N/A

Author: F. Wiebe **Reviewed by:** _____ **CAO:** L. Racher

COSTS & SOURCE OF FUNDING:

To be funded from the approved 2017 capital budget (\$100,000).

SUSTAINABILITY PLAN:

The sustainability plan has several references to the matter at hand, some specifically and some more ambiguously:

Goal E26: That Mackenzie County is prepared with infrastructure and services for a continually growing population.

Goal C1: That the capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

Goal C5: That the County continues to provide high quality utility services (water distribution and treatment as well as waste water collection and treatment) and ensures that they:

- Are available in each hamlet,
- Meet quality standards consistent with current national standards and demand,
- Are stable and reliable,
- Are each financially self-sustaining at both operational and capital levels.

COMMUNICATION:

The Request for Proposals were publicly advertised and companies will be contacted with final results.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the La Crete Sanitary Sewer Expansion Study project be awarded to WSP Engineering Ltd. for \$29,184.00 w/o GST as per proposal based on the results of the matrix used within the Request for Proposals.

Evaluation Criteria	Points available	WSP	MPE Siemens	Helix Engineering
Experience and Qualifications/Project Team	25	19	16	20
Project Understanding & Proposed Methodology	35	25	20	30
RFP Total Bid Price	40	40	29	10
Total points available	100	84	64	60

Author: F.Wiebe Reviewed by: _____ CAO: L. Racher



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 14, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Correspondence – Alberta Municipal Affairs (Alberta Community Partnership Funding – Municipal Internship Program)
- Correspondence – Big Lakes County (Charity Golf Tournament)
- Correspondence – Alberta Transportation (Response letter regarding capital projects)
- Correspondence – Letter to Minister of Health (Personal Health Care Attendant Position and Meeting Request)
- Correspondence – Letter to MLA Debbie Jabbour (Invitation to attend Council meeting)
- Correspondence – Email from MP Arnold Viersen (Alberta Jobs Taskforce)
- AAMDC Member Bulletin – Board Governance Review Delivers their Recommendations
- Alberta Government News Release – Help shape farm and ranch labour legislation
- High Level Forests Public Advisory Committee Meeting Minutes
- Boreal Housing Foundation Meeting Minutes
- Northern Alberta Development Council Information Bulletin – Northern Alberta Broadband Preparedness Project
- Energizing the North Seminar
-
-
-
-
-
-

Author: CG Reviewed by: CG CAO: _____

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the information/correspondence items be accepted for information purposes.

Author: C. Gabriel Reviewed by: CG CAO: _____

February 16, 2017

Mr. Lenard Racher, Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

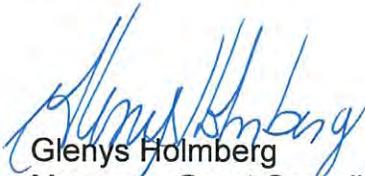
Dear Mr. Racher:

**Re: Alberta Community Partnership (ACP) – Municipal Internship Component –
Project No.: 1415-MI-13 File No.: 04201-2014/15-01-M01**

Thank you for submitting the 2015/16 Municipal Internship Program for Administrators project reporting, funded by a \$43,333 ACP grant.

This letter confirms that Mackenzie County has satisfactorily complied with the completion date and the reporting requirements of the conditional grant agreement signed on May 8, 2015.

Sincerely,



Glenys Holmberg
Manager, Grant Compliance and Payments

RECEIVED
FEB 23 2017

MACKENZIE COUNTY
FORT VERMILION OFFICE



BIG LAKES COUNTY

5305-56 Street Box 239, High Prairie, AB T0G 1E0

Ph: 780-523-5955 Fax: 780-523-4227

February 22, 2017

Bill Neufeld
Mackenzie County
Box 640
Fort Vermillion, AB T0H 1N0

Dear Mr. Neufeld,

Re: 4th Annual Big Lakes Invitational Charity Golf Tournament

Our 4th Annual Big Lakes Invitational Charity Golf Tournament will take place on Thursday, August 17, 2017 at the High Prairie & District Golf Course. Our goal is to raise funding that will be donated to local charities in the Big Lakes County area, the Heart & Stroke Foundation and the Stollery Children's Hospital Foundation. In order to meet our goals, we are asking for sponsorship and participation from businesses and individuals.

By supporting this annual event you'll be supporting very worthy charities and helping us provide assistance to local organizations within our community. We ask that you consider sponsorship or registering a team. A copy of our registration/sponsorship form has been attached. As a sponsor, your name will be placed on signage that is posted at the event.

We hope that we can count on you to help support our charities. If you have any questions please feel free to contact Jessica Martinson at 780-523-5955 or jmartinson@biglakescounty.ca.

Thanks in advance for your consideration!

Sincerely,

Roy Brideau, CLGM
CAO

Enclosure

RECEIVED
MAR - 2 2017

MACKENZIE COUNTY
FORT VERMILION OFFICE

4TH ANNUAL BIG LAKES INVITATIONAL CHARITY GOLF TOURNAMENT



Date: Thursday, August 17, 2017 ~ High Prairie & District Golf Course

PROUDLY SPONSORED BY...



SPONSORSHIP PACKAGES

Gold Sponsor ~ \$3,000
Two Complimentary Golf Entries

Silver Sponsor ~\$2,000
One Complimentary Entry

Bronze Sponsor ~ \$1,000
One Complimentary Entry

 Hole No. 1 Sponsor
High Prairie Forest Products

Regular Hole Sponsor ~ \$1,500
One Complimentary Entry

Hole in One Sponsor ~ \$1,500
One Complimentary Entry

Beverage Cart
Sponsor x 2 ~ \$1,500
One Complimentary Entry
Sword Transport

 Golf Cart Sponsor x 2
One Complimentary Entry
**Town of High Prairie
E Construction**

 Breakfast Sponsor
Town of Swan Hills

Silent/ Live Auction Donations
Golfer Gift Bag Donations

BBQ Sponsor ~ \$3,000
Two Complimentary Entries

 Scotch & Shots Sponsor
Sunstone Energy Services

 Food Hole: Wings & Beer
**Royal Bank of Canada (RBC)
Chrenek Dion & Associates
(RBC DS)**

 Food Hole: Perogies & Sausage
Proud Canadian Energy

 Food Hole: Shrimp & Caesars
MPA Engineering

TOURNAMENT HOSTED BY:

**BIG LAKES COUNTY
TOWN OF HIGH PRAIRIE
TOWN OF SWAN HILLS**

SCHEDULE

7:30 am	Breakfast & Registration
8:45 am	Welcome & Group Photo
9:00 am	Texas Scramble Shotgun Start
3:30 pm	BBQ & Live/ Silent Auction

4TH ANNUAL BIG LAKES INVITATIONAL CHARITY GOLF TOURNAMENT



Date: Thursday, August 17, 2017 ~ High Prairie & District Golf Course
REGISTRATION FORM

Contact Name: _____ Company Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email: _____

~ ENTRY FEE - \$150 PER PERSON ~

Includes green fee for 18 holes, cart, full breakfast, food holes and BBQ

Please Check One: All Players on Same Team All Players on Different Teams

Players: _____

Registration Fee: _____ x \$150 = _____

Sponsorship Package: _____

Sponsorship Amount: _____

Total: \$ _____

Credit Card #: _____

Cardholder Name: _____

Method of Payment:

Visa Cheque

Invoice Cash

MasterCard

Expire Date: _____

Authorized Signature: _____

Please make Cheques payable to: Big Lakes Charity Golf

CONTACT INFORMATION:

Jessica Martinson
Phone: 780-523-5955
Fax: 780-523-4227
Email: jmartinson@biglakescounty.ca



SUPPORTING....

LOCAL CHARITIES IN THE BIG LAKES COUNTY AREA

Proceeds in support of



The Heart and Stroke Foundation of Canada recognizes the important contribution of its sponsors. However, this is not an endorsement.
™The heart and / Icon on its own and the heart and / Icon followed by another icon or words in English or French are trademarks of the Heart and Stroke Foundation of Canada used under license.

February 24, 2017

AR 70034

Mr. Len Racher
Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Mr. Racher:

Thank you for your January 30, 2017 follow-up letter. I appreciate the time you took to meet with me and Mr. Tom Loo, Acting Assistant Deputy Minister, to discuss your capital projects.

Regarding your application for a new bridge over Little Buffalo Creek, I have confirmed that department staff are currently reviewing submissions under the Strategic Transportation Infrastructure Program. Your application is strong, given the project includes private investment; however, funding will be allocated based on merit and project priorities across the province.

I commend Mackenzie County for seeking alternative funding for projects such as the access to Zama City and a bridge crossing at Tompkins Landing. Alberta Transportation staff are pleased to provide advice and guidance to the County in these endeavours. I encourage you to contact Mr. Ryan Konowalyk, Regional Director. Mr. Konowalyk can be reached toll-free at 310-0000, then 780-624-6280, or at ryan.konowalyk@gov.ab.ca.

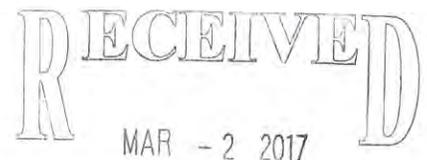
I appreciate you taking the time to outline the County's capital priorities.

Sincerely,

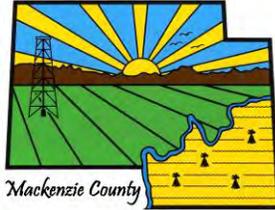


Barry Day
Deputy Minister

cc: Ryan Konowalyk
Regional Director, Alberta Transportation



MACKENZIE COUNTY
FORT VERMILION OFFICE



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

February 28, 2017

The Honourable Sarah Hoffman
Minister of Health
Legislature Office
423 Legislature Building
10800 – 97 Avenue
Edmonton Alberta T5K 2B6

Dear Minister,

**RE: PERSONAL HEALTH CARE ATTENDANT POSITION AT THE LA
CRETE LONG TERM CARE CENTER & MEETING REQUEST**

Mackenzie County Council made a motion on February 14, 2017 about our La Crete Long Term Care Center to request the Personal Care Attendant Position be maintained at the La Crete Long Term Care Center.

MOTION 17-02-105

MOVED by Councillor Knelsen

That a letter be sent to the Minister of Health and Angie Mann, Director Area 1, Alberta Health Services, to encourage them to maintain the Personal Care Attendant position at the La Crete Long Term Care Centre.

CARRIED UNANIMOUSLY

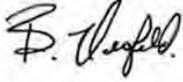
We strongly urge you to consider maintaining this position. With the increased demand for health services in our aging community, it is a continuous struggle to maintain a high level of care for the clients in the facility.

Council would like to request a meeting with you at your Edmonton office at your earliest convenience. We will be in Edmonton for the AAMDC Spring Convention and are available to schedule a meeting during this time, or for another date at your discretion. Please contact Carol Gabriel at (780) 927-3718 or email at cgabriel@mackenziecounty.com to arrange a meeting time that suits your schedule.

Minister of Health
Page 2
February 28, 2017

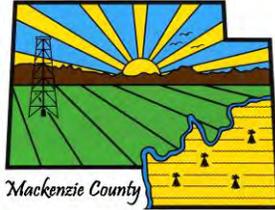
Should you have any further questions or discussion, please contact our Chief Administrative Officer Len Racher at (780) 927-3718, or email him at lracher@mackenziecounty.com.

Regards,



Bill Neufeld
Reeve
Mackenzie County

- c. Angie Mann, Area 1 - Alberta Health Services
Mackenzie County Council



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

February 28, 2017

Ms. Debbie Jabbour
MLA – Peace River
Legislature Office
502 Legislature Building
10800 – 97 Avenue
Edmonton Alberta T5K 2B6

Dear Ms. Jabbour:

RE: INVITATION TO COUNCIL MEETING

The Mackenzie County Council would like to formally request your presence at the next council meeting to discuss the Bistcho Lake Cabin notices issued to our ratepayers from the province.

In the fall of 2016, the owners of the cabins have received notice to remove their cabins from their current locations at Bistcho Lake. Attached is the letter to one of the ratepayers for your reference. We feel that this decision is a very heavy handed decision that negatively affects our ratepayers who have been there for so many years.

Should you have any further questions or discussion, please call me at (780) 841-1806. Our next council dates are March 14 and March 29, 2017. To set up which dates works best for your schedule, please call Carol Gabriel at (780) 927-3718, or email her at cgabriel@mackenziecounty.com. Thank you for your consideration.

Regards,

A handwritten signature in black ink, appearing to read "B. Neufeld".

Bill Neufeld
Reeve
Mackenzie County

Ms. Debbie Jabbour
Page 2
February 28, 2017

Encl.

c. Mackenzie County Council

From: [Peter F. Braun](#)
To: [Council](#); [Len Racher](#); [Carol Gabriel](#)
Subject: Fwd: Alberta Jobs Taskforce Report
Date: March-02-17 1:49:04 PM
Attachments: [ATT00001.htm](#)
[image003.png](#)
[ATT00002.htm](#)
[image004.png](#)
[ATT00003.htm](#)
[AB Jobs Task Force - RECOMMENDATIONS SUMMARY.pdf](#)
[ATT00004.htm](#)

Sent from my I phone

Begin forwarded message:

From: <Arnold.Viersen.A2@parl.gc.ca>
Date: March 2, 2017 at 1:42:39 PM MST
Subject: **Alberta Jobs Taskforce Report**

Dear Council Member,

On February 27, 2017, Alberta Conservatives released the *Alberta Jobs Taskforce Report*. This report is a response to the continued jobs crisis in the province of Alberta affecting every Albertan. I have attached a copy of the report's 11 recommendations and I invite you to read the full report here: <http://albertajobstaskforce.ca/en/report/>. Since October, Conservative Alberta MPs have met with thousands of everyday Albertans from across the province to hear how the economic crisis has affected them. They have shared their ideas on how the government can create jobs in Alberta and help those affected by this crisis.

Alberta Conservatives are calling on the federal government to accept the recommendations made in this report. This would be a step in the right direction in showing that the federal government understands that a strong Alberta means a strong Canada.

I am asking that your Council consider the following actions to support job creation in Alberta:

- <!--[if !supportLists]-->a. <!--[endif]-->Adopt a resolution supporting the 11 recommendations in the *Alberta Jobs Taskforce Report*.
- <!--[if !supportLists]-->b. <!--[endif]-->Write to the Prime Minister and the Finance Minister asking them to ensure that Budget 2017 incorporates the 11 recommendations in the *Alberta Jobs Taskforce Report*.
- <!--[if !supportLists]-->c. <!--[endif]-->Send out a press release supporting the *Alberta Jobs Taskforce Report* recommendations.

We all need to work together to see the restoration of our province as an economic leader in Canada, a hub for job creation, and ingenuity.

Sincerely,

Arnold Viersen

Member of Parliament

Peace River – Westlock

Deputy Critic for Rural Affairs

Email: arnold.viersen@parl.gc.ca

Tel: 613.996.1783 Toll Free: 1.800.667.8450

ALBERTA JOBS TASKFORCE -- RECOMMENDATIONS SUMMARY

ONE: Reduce the tax burden on Alberta's families and business by:

- a) Eliminating the proposed Carbon Tax,
- b) Reviewing Corporate Tax rates and immediately reducing the Small Business Tax Rate to 9%, and
- c) Reversing the mandatory increase to CPP contributions.

TWO: Increase support for job creation in Alberta's Oil and Gas Industry by:

- a) Honouring decisions of the National Energy Board that will see the approval and expansion of pipeline projects in order to safely get Canadian products to market and create jobs, and
- b) Reducing the regulatory burden and bureaucratic red-tape on natural resources projects in order to ensure competitiveness of the Canadian industry.

THREE: Provide immediate support to unemployed Albertans by:

- a) Encourage retraining and education programs by increasing their promotion and offering incentives to workers and employers who use them, and
- b) Review the Employment Insurance program to improve efficiency, increase fairness, and encourage professional development.

FOUR: Provide immediate critical support to Alberta's families by:

- a) Investing in programs and partnerships to help local food-banks respond to the growing demand,
- b) Reversing the scope of the new mortgage rules, and c) Implementing new programs and providing increased mental health funding.

FIVE: Provide immediate assistance to Alberta's job creators by:

- a) Reducing redtape and regulatory hurdles for new small businesses,
- b) Creating tax-credits and work-sharing programs to encourage the hiring of unemployed skilled workers, and
- c) Creating incentives to encourage young and new Canadians to consider business development.

SIX: Introduce immediate solutions to help Alberta's youth by:

- a) Implementing programs to encourage employers to hire recent graduates,
- b) Exploring ways to reduce the burden of student debt for those challenged to find employment, and
- c) Increasing Financial Literacy across Canada.

SEVEN: Improve Federal-Provincial relations by:

- a) Coordinating bureaucratic processes, reducing unnecessary regulations and removing trade-barriers,
- b) Making targeted and fiscally responsible infrastructure investments, and
- c) Reviewing the Equalization Payment Formula - specifically the use of two-year old date to calculate a province's fiscal capacity.

EIGHT: Increase Canada's competitiveness by:

- a) Building on Canada's bilateral relationship with the United States and adjusting domestic policy decisions due to the new United States Administration,
- b) Expanding free-trade agreements around the world and communicating with Canadian businesses on the re-negotiations of NAFTA, and
- c) Publicly supporting and promoting Canadian industries at home and abroad.

NINE: Encourage Alberta's economic diversification by:

- a) Using the strength of Alberta's skilled labour force to create a hub for clean tech development,
- b) Investing in innovation infrastructure in Alberta to attract skilled workers and encourage investment, and
- c) Partnering with First Nations communities in economic growth activities and investing in programs to help Alberta businesses fully leverage the power of new free trade agreements.

TEN: Consider reviewing the immigration system by:

- a) Reforming credential matching for new Canadians,
- b) Reforming the Temporary Foreign Workers Program to address the issues of wage distortion and the overuse of the program, and
- c) Consulting with the provinces and territories prior to setting the mix of economic and humanitarian immigrants, and strive to meet the requests for increased numbers of immigrants under the Provincial Nominee Program.

ELEVEN: The Government of Canada must:

- a) Commit to balance the budget within the next five years, and
- b) Present a clear plan that outlines the spending and tax changes that will be used to bring the budget back to balance, and how those will affect Canadians and Canadian businesses.

Board Governance Review Delivers their Recommendations

In order to operate effectively and remain accountable to members, the AAMDC committed to undertaking a review of the association's governance structure every four years. The AAMDC undertook the most recent review, beginning in December 2016. The Review Committee consisted of one member-representative from each of the AAMDC's five districts as selected by district members, as well as a non-voting Chairperson intended to guide discussions. The composition of the Review Committee is as follows:

Non-voting Chairperson: Bob Barss – Reeve, MD of Wainwright and AAMDC Past President

District 1 Representative: Neil Wilson – Reeve, MD of Willow Creek

District 2 Representative: George Glazier – Reeve, County of Paintearth

District 3 Representative: Kara Westerlund – Councillor, Brazeau County

District 4 Representative: Cheryl Anderson – Reeve, County of Northern Lights

District 5 Representative: Eric Anderson – Councillor, County of Minburn

The review committee has now finished their deliberations and will present their recommendations to the AAMDC Board of Directors, March 2, 2017. Following this presentation, the report will be e-mailed directly to Reeves, Mayors, and CAOs. The recommendations of this report will be voted on by the membership at the Spring 2017 Convention. The Board Governance Review Committee will deliver the report to the membership for voting on recommendations on the last day of convention: Wednesday, March 22, 2017 at 8:00am.

Enquiries may be directed to:

Gerald Rhodes
Executive Director
780.955.4077

Wyatt Skovron
Policy Analyst
780.955.4096

2017 Board Governance Review Committee FINDINGS AND RECOMMENDATIONS



Partners in Advocacy & Business

Prepared by the Alberta Association of Municipal Districts and Counties
2017

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Executive Summary

The 2017 Board Governance Review Committee (BGRC) undertook extensive research including a member survey, board member interviews, review of association policies, and a jurisdictional scan to develop recommendations on how to improve the AAMDC's board governance processes. The review was loosely divided into five sections:

- Membership
- Board structure
- Board roles and responsibilities
- Governance processes
- Board compensation

Based on their research, the BGRC has developed the following nine recommendations for review and voting by the membership. The recommendations are listed in no specific order:

Recommendation 1: Strengthen AAMDC board accountability by making available a board report to AAMDC members twice annually and posting all committees that board members participate in on the AAMDC website. The report will include an update on all committees that AAMDC board members participate in.

Recommendation 2: Forward member concerns that the BGRC collected about the resolution process on to the AAMDC Board of Directors and the AAMDC Resolutions Committee for consideration during their review of the AAMDC Resolution Process Policy in spring 2017.

Recommendation 3: Encourage increased communication between AAMDC board, staff, and district chairs to facilitate the development of district meeting agendas and content to ensure it supports the advocacy goals of districts and the AAMDC.

Recommendation 4: When possible, increase the frequency with which the AAMDC uses issue-specific advisory committees, and comprise these committees of one representative from each district and one AAMDC board member as chairperson. Committee members' respective municipalities shall be responsible for costs associated with participating on advisory committees.

Recommendation 5: Expand the AAMDC vice president's responsibilities to include attendance at one district meeting per district per year (in addition to their own district) and first right of refusal to chair the AAMDC Resolutions Committee. Reduce the number of district meetings that district directors can attend each year in districts other than their own from two to one.

Recommendation 6: Adjust the AAMDC Board of Directors' compensation in the following ways:

- Set board member per diem rates as follows:
 - Four hours or less –
 - Board member and vice president: \$180
 - President: \$235

- Four hours or more –
 - Board member and vice president: \$305
 - President: \$400
- Implement hourly compensation for time spent travelling at a rate of \$35 per hour. Require that board members will only be compensated for the costs associated with the most direct, practical, and cost-effective mode of travel available, including the consideration of travel time spent, lodging, and other factors.
- Replace current reading day allowance (three per month per board member) with base pay equivalent to three eight-hour days per month for board members, 3.5 days per month for vice president, and four days per month for president.
- Eliminate current president salary rate of \$300 per month, as this will be accounted for in the president’s four days per month of base pay.
- That the rates and compensation structure remain in place until the next board governance review in 2021

Recommendation 7: Facilitate further discussions with AAMDC members located on a district boundary that believe they may be better served by membership in a different district on the possibility of a district switch.

Recommendation 8: Revise the definition of “rural municipality” in the AAMDC bylaws to include “specialized municipality with a significant rural area.”

Recommendation 9: Expand the AAMDC’s membership definition to provide the AAMDC board of directors with the discretion to allow for membership of a newly formed municipality as a result of amalgamation, if that newly formed municipality includes all or part of a former AAMDC member.

Each recommendation will be voted on by the AAMDC membership. For recommendations that are endorsed by the membership, AAMDC board and staff will develop implementation processes. The AAMDC board will report back to the membership on progress made within one year. Recommendations not endorsed by the membership will not be followed up on.

History, Mandate and Process

In 2005, the AAMDC formed a member-led Executive Review Committee to review the AAMDC's governance structure. This committee was formed based on Resolution 4-04F: "AAMD&C Executive Committee Restructuring Review." The committee made several recommendations related to the AAMDC's governance process, committee use, and other areas. The final report encouraged a similar process to occur in five years. Therefore, the same committee was struck with new members in 2010, and resulted in recommendations related to board roles and responsibilities, election processes, committees, and resolutions. In both 2005 and 2010, the recommendations were voted on by the broader membership. In both cases, some passed, and others did not. In 2013, the AAMDC undertook a board compensation review, which again occurred through the work of an ad hoc committee.

In early 2015, the AAMDC Board of Directors reviewed the historical board governance and compensation review procedure. This review included the timeline, scope, and formality of the review process. The board decided that in order to support accountability to AAMDC members, the review process timeline should be changed to every four years, the review scope should be expanded to include board compensation (rather than the previous separate processes), and the review process should be formalized through inclusion in a board policy. As such, the board changed the AAMDC's "Appointment to Committees" policy to include the formation of a Board Governance Review Committee every four years, to be formed three years after municipal elections.

With these changes having been made, the AAMDC formed a Board Governance Review Committee (BGRC) in late 2016 with the intent to present recommendations to the AAMDC membership at the Spring 2017 AAMDC Convention. The committee's focus areas, as established in the BGRC terms of reference, are as follows:

- AAMDC Bylaws;
- Board member roles and responsibilities, including those of the President and Vice President;
- Board member remuneration and expenses;
- The board election process;
- The role of issue specific ad-hoc committees;
- How committee appointments are determined; and
- Other board governance issues as directed by the Board of Directors

The committee consists of one voting member from each of the AAMDC's five districts, as well as a non-voting chairperson. Membership of the 2017 BGRC is as follows:

- Non-voting Chairperson: Bob Barss, AAMDC Past President
- District 1 Representative: Neil Wilson, MD of Willow Creek
- District 2 Representative: George Glazier, County of Paintearth
- District 3 Representative: Kara Westerlund, Brazeau County
- District 4 Representative: Cheryl Anderson, County of Northern Lights
- District 5 Representative: Eric Anderson, County of Minburn

In order to gather a broad understanding of the AAMDC's board governance processes, the BGRC undertook research that included a survey of all AAMDC member municipalities, interviews with current AAMDC board members, a review of current board governance practices and protocols, and best practices from similar organizations in Alberta and elsewhere. In particular, the committee examined policies and processes in similar municipal associations in western Canada, as well as associations in Alberta such as the Alberta Water Council, the Alberta Federation of Gas Co-ops, and the Government of Alberta. In addition, the BGRC reviewed the AAMDC's strategic direction, including mission, vision, roles, and strategic priorities was reviewed as they apply to governance and leadership.

Based on this information, the committee has developed several recommendations. The next step in this process is to present the recommendations to AAMDC members for review and voting at the Spring 2017 AAMDC Convention. The recommendations and rationales are listed below for member consideration prior to voting. For added background information, the report includes several appendices, including current AAMDC policies that may be changed to accommodate these recommendations.

Recommendations that are endorsed will be acted on by AAMDC board and staff. **As per the BGRC terms of reference, the board will report back to membership within one year of the review indicating progress made on the implementing the endorsed recommendations.**

Findings and Recommendations

In order to focus the review process, the BGRC established five broad categories of research. They are as follows:

- Membership
- Board structure
- Board roles and responsibilities
- Governance processes
- Board compensation

Each recommendation below aligns with one of the five categories. Each recommendation will be supplemented with background rationale for why the BGRC believed it was necessary. Details relating to implementation will be left to the AAMDC board and staff to address, as implementing various recommendations requires actions ranging from changes to policies and bylaws, to working with individual members and districts, to changing internal processes. As mentioned, the AAMDC board will report back to the membership within one year on progress made. Recommendations are as follows:

Recommendation 1: Strengthen AAMDC board accountability by making available a board report to members twice annually and posting all committees that board members participate in on the AAMDC website. The report will include an update on all committees that AAMDC board members participate in.

Category: Board roles and responsibilities

Rationale: A recurring theme in member input is a lack of information on specific tasks undertaken by board members on behalf of the AAMDC. In particular, AAMDC board

members represent member interests on many province-wide committees, yet reporting to members on key issues or outcomes of these committees is currently sporadic.

Publishing a list of board member committee participation will allow members to reach out to specific board members to gather information on an issue relevant to a specific committee. Developing a report twice annually on committee participation will provide all members with a stronger understanding on how the AAMDC board advocates on their behalf.

Recommendation 2: Forward member concerns that the BGRC collected about the resolution process on to the AAMDC Board of Directors and the AAMDC Resolutions Committee for consideration during their review of the AAMDC Resolution Process Policy in spring 2017.

Category: Governance processes

Rationale: The BGRC received considerable member input that the resolution session should be streamlined by tightening parameters related to out of scope, duplicate, and emergent resolutions. As the AAMDC Resolution Committee is beginning a process of reviewing the AAMDC Resolution Policy in the spring of 2017, the BGRC believes that this input is best addressed by forwarding to them for consideration during their review.

Recommendation 3: Encourage increased communication between AAMDC board, staff, and district chairs to facilitate the development of district meeting agendas and content to ensure it supports the advocacy goals of districts and the AAMDC.

Category: Governance processes

Rationale: The BGRC received considerable member input recommending that district meetings be used to facilitate a collaborative dialogue between members and the AAMDC. In particular, comments indicated an interest in using some portions of district meetings to have a conversation on a specific advocacy issue, the AAMDC's work on it to date, and the perspectives and suggestions of district members on how advocacy on the topic could be approached.

As districts are autonomous and not under the direction of the AAMDC, the BGRC did not believe that it was their role to make specific recommendations on how district meetings should be structured. Instead, this recommendation would facilitate increased communication between the AAMDC and districts to ensure that the contributions that the AAMDC makes to district meetings deliver as much value as possible for the district and the association.

Recommendation 4: When possible, increase the frequency with which the AAMDC uses issue-specific advisory committees, and comprise these committees of one representative from each district and one AAMDC board member as chairperson. Committee members' respective municipalities shall be responsible for per diem costs associated with participating on advisory committees.

Category: Governance processes

Rationale: Recently, AAMDC members have indicated a desire to become more involved in the AAMDC's advocacy efforts through the increased formation of issue-specific advisory committees. The board currently has the ability to convene such committees at their discretion, so this recommendation would not require a change in policy, but rather a change in process in which the board forms advisory committees more frequently.

One challenge with member-comprised committees are associated costs for travel, food, lodging, and per diems. To address this the BGRC has also recommended that the municipalities of those members participating on the committee shall be responsible for associated per diem costs, while the AAMDC addresses travel expenses.

Recommendation 5: Expand the AAMDC vice president's responsibilities to include attendance at one district meeting per district per year (in addition to their own district) and first right of refusal to chair the AAMDC Resolutions Committee. Reduce the number of district meetings that district directors can attend each year in districts other than their own from two to one.

Category: Board roles and responsibilities

Rationale: Currently, the vice president's formal role is limited, and mainly consists of participating in meetings and events on behalf of the AAMDC when the president is unable to attend. The vice president also has committee responsibilities similar to that of district directors.

Expanding the vice president's role to include attendance at one district meeting in each district per year, as well as serving as the chair of the Resolutions Committee will allow the vice president to strengthen their understanding of issues and priorities across the membership, and better prepare the vice president to collaborate with the president in representing the association as a whole. Expanding the vice president's role will also better reflect the fact that they are elected by the membership at large.

In order to account for increased budgetary requirements associated with the vice president attending one district meeting in each district per year, the BGRC also recommends that the AAMDC amend its current policy to reduce the number of district meetings that district directors may attend outside of their own district each year. District directors currently have the option of attending two per year, and the BGRC recommends reducing that allowance to one per year.

Recommendation 6: Adjust the AAMDC Board of Directors' compensation in the following ways:

- **Set board member per diem rates as follows:**
 - **Four hours or less –**
 - **Board member and vice president: \$180**
 - **President: \$235**
 - **Four hours or more –**
 - **Board member and vice president: \$305**

- **President: \$400**
- **Implement hourly compensation for time spent travelling at a rate of \$35 per hour. Require that board members will only be compensated for the costs associated with the most direct, practical, and cost-effective mode of travel available, including the consideration of travel time spent, lodging, and other factors.**
- **Replace current reading day allowance (three per month per board member) with base pay equivalent to three eight-hour days per month for board members, 3.5 days per month for vice president, and four days per month for president.**
- **Eliminate current president salary rate of \$300 per month, as this will be accounted for in the president's four days per month of base pay.**
- **That the rates and compensation structure remain in place until the next board governance review in 2021**

Category: Board compensation

Rationale: The BGRC undertook significant research on compensation practices in similar organizations both within and outside of Alberta, as well as a cross-section of Alberta municipalities. Examples of similar organizations outside of Alberta include the Union of British Columbia Municipalities, the Saskatchewan Urban Municipalities Association, the Saskatchewan Association of Rural Municipalities, and the Association of Manitoba Municipalities. Examples of similar organizations within Alberta include the Alberta Urban Municipalities Association, the Alberta Water Council, and the Alberta Federation of Gas Co-ops.

The BGRC also considered the fact that the AAMDC's board compensation is currently based on the compensation rates paid to Government of Alberta committee members, a rate which has not increased since 2009. Due to the board's significant responsibilities in representing members and rural Alberta more broadly on a provincial and national scale, the BGRC decided that an increase in compensation was warranted following seven years of rate freezes.

The BGRC considered compensation rates at a number of organizations, but ultimately decided to focus on the Alberta Urban Municipalities Association (AUMA), the Saskatchewan Association of Rural Municipalities (SARM), and the Government of Alberta (GOA) as primary comparators. The AUMA was chosen as it serves a similar function to the AAMDC for urban municipalities in Alberta, SARM was chosen because it is the Saskatchewan equivalent to the AAMDC, and the GOA was chosen as the AAMDC had historically relied on strict alignment with GOA rates, so continuing to consider it would provide continuity.

The BGRC found that that the AAMDC's current rates were slightly less than that paid by SARM, and slightly more than that paid by the AUMA for board members, but less than the AUMA pays for the president. With this in mind, the BGRC has recommended an approximately 5% increase in per diems for both board members and president, which results in a full-day per diem of \$305 for board members, and \$400 for the president. These figures closely align with or exceed those paid by SARM and AUMA. The half day rates were developed in an effort to reflect the higher up-front commitments associated

with any length of meeting, which is why they are slightly more than 50% of the full-day per diem.

In interviewing current AAMDC board members, the BGRC heard that between meetings and travel time, board members occasionally worked in excess of eight hours per day and were not compensated for it. To address this, the BGRC has recommended implementing an hourly travel rate for board members to more accurately reflect the time they spend on AAMDC-related business each day. The recommended rate is set at \$35 per hour, which is closely aligned with the board members' recommended per diem rate. In order to support cost control and to align with AAMDC staff travel policies, the BGRC has also recommended that a clause requiring board members to be compensated for the costs of only the most direct, practical and cost-effective mode of travel (regardless of what route or mode they ultimately decide to take) be developed.

Currently, all AAMDC board members are compensated for three reading days per month. The purpose of "reading days" is to allow board members to read relevant materials in advance of meetings. The BGRC heard from several board members that three reading days do not provide adequate preparation time for their diverse meeting commitments. In reviewing similar organizations, the BGRC found that the AAMDC's policy of three reading days per month is relatively generous, as most organizations give one or zero reading days. That being said, the BGRC also acknowledged the heavy workloads that board members face and the importance of being prepared in advance of meetings and other events.

With this in mind, the BGRC recommends re-defining reading days as "base pay." This is essentially a minimum monthly salary that each board member would receive to cover time spent reading and making administrative arrangements such as travel bookings in advance of meetings and other events. The BGRC is recommending maintaining base pay at three days for board members, and increasing it to 3.5 days for the vice president and four days for the president in light of the larger workloads faced by those positions in representing the association on a province-wide basis. Obviously overall base pay rates would increase as this is linked to per diem rates, which are also recommended to increase.

Finally, the BGRC recommends eliminating the current \$300 per month in salary paid to the president, as this amount will actually be exceeded by the four days per month in base pay that the president would receive.

Overall, the BGRC recognized the importance of providing a level of compensation that will attract highly qualified board members from across the province, while also considering the AAMDC's financial constraints. No longer strictly basing AAMDC board compensation on GOA rates, but rather considering the GOA, AUMA, and SARM as "comparators" of AAMDC compensation will allow future BGRCs to be flexible in amending compensation rates and terms, while having a baseline of similar organizations to work from.

Recommendation 7: Facilitate further discussions with AAMDC members located on a district boundary that believe they may be better served by membership in a different district on the possibility of a district switch.

Category: Membership

Rationale: The intent of AAMDC districts are to allow for municipalities in specific regions of the province to collaborate on local and regional issues. As is the case with any boundary, AAMDC districts may not meet the needs of all members as demographics, economics, and trade patterns change over time. The BGRC found that in most cases, the current district boundaries meet the needs of members.

Currently, district membership is set by internal policy and can be modified by the board. There are no formal criteria as to what constitutes a valid reason for a district change. Such requests are rare, but would typically be handled on a case-by-case basis by the AAMDC board.

Several municipalities have indicated to the BGRC that may be better served by membership in another district, mainly in cases where district membership does not match a municipality's primary trade patterns or intermunicipal relationships.

One example identified by the BGRC involves the Regional Municipal of Wood Buffalo (RMWB). Currently, the RMWB is located in District 4 (Northern). Due to the large size of District 4 and the lack of direct road linkages between the RMWB and most other District 4 members in northwestern Alberta, delegates of the RMWB are often required to drive in excess of seven hours to participate in district meetings. For similar reasons, the majority of the RMWB's economic and intermunicipal focuses are oriented towards municipalities located to the south, in District 5 (Edmonton East). For this reason, the RMWB is a good example of a possible candidate to consider a district change.

The BGRC believes that a request for a district change should come from a municipality, not a committee. Therefore, the BGRC is recommending that the AAMDC board develop a process to encourage those municipalities interested in changing districts to engage with the board. The final decision should still be made by the board, and based on what is best for individual members, districts, and the association as a whole, but the BGRC believes that the opportunity for this engagement must be facilitated.

Recommendation 8: Revise the definition of “rural municipality” in the AAMDC bylaws to include “specialized municipality with a significant rural area.”

Category: Membership

Rationale: The AAMDC bylaws allow the board to admit specialized municipalities as members at their discretion. This provision is contradicted elsewhere in the bylaws, where specialized municipalities are included in the definition of “rural municipalities,” and all rural municipalities (counties and municipal districts) are eligible to become full AAMDC members, while specialized municipalities are admitted based on board discretion.

This recommendation would accomplish two goals:

- Replace the existing contradiction in the bylaw related to specialized municipalities

- Ensure that specialized municipalities with a significant rural area will have the option of becoming AAMDC members, while specialized municipalities without a significant rural area would continue to be admitted (or not admitted) based on the discretion of the board.

It is important to note that based on s. 83 of the *Municipal Government Act*, the Minister of Municipal Affairs may confer specialized municipality status for any reason that they see fit, including issues with governance or taxation. Therefore, a specialized municipality could be predominantly urban in nature.

This recommendation will require AAMDC board and staff to define what constitutes a “significant rural area.” The definition and associated bylaw change will then be presented to the membership for approval. Such a definition will likely be linked to the proportion of a specialized municipality’s area that meets the definition of a “municipal district” in s. 78 of the *Municipal Government Act*.

Recommendation 9: Expand the AAMDC’s membership definition to provide the AAMDC board of directors with the discretion to allow for membership of a newly formed municipality as a result of amalgamation, if that newly formed municipality includes all or part of a former AAMDC member.

Category: Membership

Rationale: The AAMDC prides itself on representing all of Alberta’s rural municipalities. Few municipal associations in Canada can match the AAMDC’s 100% membership rate among eligible municipalities, and being able to credibly state that the AAMDC represents all of rural Alberta is an important advocacy tool.

This recommendation is intended to provide the AAMDC with the ability to maintain their membership base in the event that amalgamations between rural and urban municipalities occur more frequently in the future. When a rural municipality amalgamates with one or more urban municipalities, the Minister of Municipal Affairs has the discretion to define the new municipality as specialized. If the Minister chooses not to do so, the new municipality’s designation will depend on what criteria it meets under ss. 78-82 of the *Municipal Government Act*. In order to be considered “rural,” a municipality must consist of an area in which “a majority of the buildings used as dwellings are on parcels of land with an area of at least 1850 square metres” (s.78(a)). If a rural municipality amalgamates with one large urban municipality or several small urban municipalities, the new municipality may be defined as “urban” (village, town, or city) despite including a large rural area, based on the definition provided above.

The Alberta Urban Municipalities Association has a similar provision in their membership definitions that applies to dissolutions. The provision allows the absorbing municipality of a dissolved municipality to become an AUMA member.

This recommendation will empower the AAMDC board to permit membership of a newly formed municipality that may be defined as urban, but have a large rural area, and for the AAMDC to continue to represent all of rural Alberta in the event that amalgamations occur in the future.

Appendix A: Board Governance Review Committee TOR

MANDATE AND OBJECTIVES

The primary role of this committee will be to:

- a) To review and provide recommendations on issues as they relate to the Board governance structure of the AAMDC
- b) To provide a final report to the AAMDC membership upon completion of their deliberations of the focus areas listed below.
- c) That an AAMDC Board Governance Review be conducted every four (4) years, with the final report presented at the spring convention the year of a municipal election.
- d) Recommendations from the AAMDC Board Governance Review Committee will align with the current Strategic Direction of the association.

TIMING & TERM

The Committee will be established three (3) years after each municipal election commencing in the fall on or near fall convention. Once established the term of the Committee shall be a maximum of 4 months to meet, deliberate, and report by the following Spring Convention.

COMPOSITION

This Committee will be comprised of six (6) members:

- One member from each of the five (5) districts, as appointed by their district.
- One non-voting chairperson appointed by the Board of Directors (shall not be a member of the Board of Directors)

FOCUS AREAS

The items for review by the AAMDC Board Governance Review Committee may include:

- AAMDC Bylaws;
- Board member roles and responsibilities, including those of the President and Vice President;
- Board member remuneration and expenses;
- The board election process;
- The role of issue specific ad-hoc committees;
- How committee appointments are determined; and
- Other board governance issues as directed by the Board of Directors

All members of the AAMDC Board of Directors are to be interviewed individually by the Board Governance Review Committee at the start of the process to gather information on the identified focus areas.

REPORTING RELATIONSHIP

The AAMDC Board Governance Review Committee shall provide a report to the AAMDC membership at the spring convention the year of a municipal election. Prior to presenting to the membership the committee shall present their findings to the AAMDC board who reserves the right to provide comment or clarity to report items and recommendations.

- ACCOUNTABILITY

The AAMDC Board of Directors shall report back to the AAMDC membership within one calendar year after the completion of the review indicating progress on identified recommendations. Should the AAMDC Board of Directors choose not to act on a recommendation(s), justification for this decision shall be presented.

- CHAIRPERSON

A chairperson will be appointed by the Board of Directors. This member will act as Committee Chair but will have no voting powers.

- FREQUENCY OF MEETINGS

Meetings will be assembled as required, or at the call of the Chair. Meetings can be attended either in person, via telephone conference or via video conference.

- COMMITTEE SECRETARIAT, ADMINISTRATIVE AND FINANCIAL SUPPORT

- a) The AAMDC will provide all necessary administrative resources and staff support to the committee.
- b) The AAMDC will provide or arrange meeting space for the committees as required.
- c) Per diem costs for all committee members, including the chairperson, associated with participation in the AAMDC Board Governance Review Committee will be borne by the AAMDC. Per diem amounts will be paid as outlined in the AAMDC Board Policy: Board of Directors Per Diem and Expenses.
- d) The AAMDC shall reimburse committee members for travel, accommodation, and meal expenses related to attendance of committee meetings. Expense reports will be returned to the AAMDC for payment within thirty (30) days of the expense.

Appendix B: AAMDC Vision, Mission, Values, Roles, and Strategic Priorities

Mission:

AAMDC empowers its members through proactive leadership, strategic partnership, effective advocacy and collective business services.

Vision:

Strong, vibrant and resilient rural communities

Values:

The AAMDC is committed to the following values:

- Lead in a proactive, responsive and collaborative manner
- Operate with integrity and honesty
- Accountable and transparent in our actions
- Connected with and trusted by our members
- Be stewards of the environment

Roles:

The AAMDC performs the following roles for our members:

- Act as a municipal and rural advocate
- Assure the rural voice is at the table for active participation and decision making
- Work collaboratively and partner with organizations
- Provide education on current issues and developments
- Provide timely two-way communication
- Facilitate networking and information sharing
- Research and share best practices
- Provide quality business services
- Create joint ventures for business expansion
- Operate as an innovative, responsive and learning organization
- Monitor our performance regularly to ensure continuous improvement

Strategic Priorities

The AAMDC's strategic priorities are:

- Preserve and promote rural municipalities and rural way of life
- Provide proactive leadership and effective advocacy
- Increase two-way communication and build member relations
- Provide education, research and best practices
- Expand aggregated business services and member utilization
- Achieve sustainable funding for members and association

Appendix C: Current Board of Directors Per Diem, Expenses and Benefits Policy

Purpose: To provide direction with regard to Per Diem and Expense Allowances for members of the AAMDC Board of Directors.

Definitions: For the purpose of this policy, the following definitions shall apply:

“Full Day” - means a meeting of more than four hours duration (including lunch time).

“Half Day” - means a meeting of up to four hours scheduled apart from another meeting.

“Bridge Day” - means an open day between meeting days.

Rates:

Per diems paid to Board members shall be the same rates as the Province of Alberta Committee Remuneration for Schedule 1, Part A committees, as amended from time to time by Order-in-Council under the authority of the Public Service Act, **with the exception that over 8 hours in any day is not applicable**. (Order-In-Council is attached). Changes to the provincial rates shall be effective at the beginning of the respective following fiscal year.

Travel	Mileage	the highest rate communicated by Canada Revenue Agency from time to time
	Airfare	actual expenditure
Hotel		actual expenditure Private accommodation \$30.00 (unreceipted)
Meals		\$55 per day (unreceipted) Where a meeting/event supplies meals, the rate for meals not supplied will be: Breakfast - \$15.00 Lunch - \$15.00 Dinner - \$25.00

Guidelines:

Regular/Special Meetings

(a) Full Day Meetings

- Per Diem in accordance with Province of Alberta Committee Remuneration with
 - the exception that over 8 hours a day is not applicable.
 - Maximum per diem payable is the full day per diem rate.
 - \$55 Meals
 - Mileage/km rate x distance from home to meeting and return
- OR
- Mileage/km rate x distance to airport and return, plus actual receipted airfare

- (b) Half Day Meetings (up to/including 4 hours/day)
 - Same as (a) above excepting that per diem in accordance with Province Alberta Committee Remuneration
- (c) Association Conventions
 - AAMDC Board will determine per diem and subsistence at a pre-convention meeting.
- (d) All Other Meetings or Conventions
 - same as (a) or (b) as applicable
 - OR
 - as per other policies contained in the Directors' Handbook.
- (e) Reading Days
 - Board members are entitled to claim three (3) days per month as "Reading Days", in recognition of the significant amount of AAMDC-related reading which Board members are required to undertake.
 - Compensation for "Reading Days" is at the same rate as the regular AAMDC per diem rate.
- (f) Conference Calls
 - For duration over one-half (1/2) hour, Board members are entitled to claim a half day per diem.
- (g) Bridge Days
 - Where it is convenient for the Board member to stay over between meeting days and it is cost advantageous, the Board member is entitled to claim hotel and meals as per the rates detailed in this policy.
- (h) President's Compensation
 - The AAMDC President will receive an additional \$300 per month, in recognition of the significant additional duties performed by the President.
- (i) Submission Deadlines
 - Compensation claims must be submitted to the AAMDC office at least five (5) days prior to the end of the month, in order for payment to be made at the end of that month. Claims that are not submitted prior to this deadline will be paid in the following month.
- (j) Annual Adjustments
 - Board per diems will be adjusted on an annual basis, at the beginning of each fiscal year (August 1 of each year), based on the rates in effect at the time in the Province of Alberta Committee Remuneration schedule.
- (k) Tax Free Allowance
 - Pursuant to the Federal Income Tax provisions, one third (1/3) of the per diem will be considered a tax free allowance for expenses incidental to the discharge of the elected official's (Board member's) duties and shall be considered reimbursement for any out-of-pocket expenses incurred such as telephone calls, dry cleaning, personal items, etc.
- (l) Annual Reporting

- Per diems paid and the one third (1/3) allowance shall be reported annually on the required tax forms to Canada Revenue Agency.

(m) Board RRSP Contributions

- The Association will make a matching 5% contribution to individual Directors' registered RRSP accounts sponsored by the Association with London Life. Where personal circumstances may not permit individual Board members to contribute to a registered account or to a personal registered account, the association will make a matching 5% contribution to a Director's unregistered account or spousal account sponsored by the Association with London Life.

Schedule 1

Effective April 1, 2009

Part A

Part B

Part A

1. A member of a committee, other than the chairman, shall be paid
 - (a) \$164 for up to and including four hours in any day, or
 - (b) \$290 for over four hours and up to and including eight hours in any day, or
 - (c) \$427 for over eight hours in any day,
spent on the business of the committee.

2. The chairman or person acting as the chairman of a committee shall be paid
 - (a) \$219 for up to and including four hours in any day, or
 - (b) \$383 for over four hours and up to and including eight hours in any day, or
 - (c) \$601 for over eight hours in any day,
spent on the business of the committee.

3. The chairman and members of a committee are entitled to be paid travelling and living expenses in accordance with the Subsistence and Travel Allowance Regulation made by Ministerial Order 1/98, as amended, or any order made in substitution therefor, as though they were employees of the government.

4. Where the Minister responsible for the committee is satisfied that the chairman or a member of the committee suffers a loss of remuneration as a result of his service on the committee, the Minister, subject to the prior approval of the Minister charged with the administration of the Public Service Act, may increase the fees payable under this Part up to a maximum of double the appropriate rate determined under Section 1 or 2.

Part B

1. A member of a committee, other than the chairman, shall be paid
 - (a) \$82 for up to and including four hours in any day, or
 - (b) \$137 for over four hours and up to and including eight hours in any day, or
 - (c) \$191 for over eight hours in any day, spent on the business of the committee.

2. The chairman or person acting as the chairman of a committee shall be paid
 - (a) \$110 for up to and including four hours in any day, or

- (b) \$164 for over four hours and up to and including eight hours in any day, or
 - (c) \$273 for over eight hours in any day, spent on the business of the committee.
-
- 3. The chairman and members of a committee are entitled to be paid travelling and living expenses in accordance with the Subsistence and Travel Allowance Regulation made by Ministerial Order 1/98, as amended, or any order made in substitution therefor, as though they were employees of the government.

 - 4. Where the Minister responsible for the committee is satisfied that the chairman or a member of the committee suffers a loss of remuneration as a result of his service on the committee, the Minister, subject to the prior approval of the Minister charged with the administration of the Public Service Act, may increase the fees payable under this Part up to a maximum of double the appropriate rate determined under Section 1 or 2.

Appendix D: Board Member Responsibilities Policy

Purpose: To provide details regarding the roles, responsibilities and obligations of an AAMDC Board member.

The Alberta Association of Municipal Districts and Counties (AAMDC) is governed by a board of directors elected by AAMDC member municipalities. Their overall role is to represent and advocate the broad collective municipal and rural interests of the membership, and to oversee the delivery of services that assist members in their business operations and decision-making processes. The key duties of a board member include, but may not be limited to the following:

Key Duties of a Board Member:

1. Governing the AAMDC and all its divisions
2. Actively engaging in setting the overall vision, mission and strategic direction of the organization on a regular basis
3. Reviewing operational plans of the various divisions to ensure alignment to the strategic plan
4. Setting overall fiscal direction for the association, again in line with either the express or perceived direction of the membership.
5. Setting overall policy with respect to the association's interactions with members, other levels of government, and other organizations. In particular, board members must ensure that formal policy positions and key messages put forth by the association reflect the expressed wishes of the membership. Where the membership has expressed no clear policy preference (via resolution, member survey, etc.), the board has a duty to arrive at policy decisions and key message that, in the board's best estimate, reflect the best interests of the membership as a whole. The purpose is to equip these decision makers with a comprehensive rural perspective and advocate for its incorporation in policies.
6. Representing rural interests and priorities in meeting with decision makers in government as well as industry and other relevant stakeholders
7. Monitoring the performance of the Executive Director to ensure that administrative actions are consistent with both the policy and fiscal direction as set out by the board.
8. Representing the association and its members on various committees, task forces, etc., as delegated by the AAMDC board, the president and/or the executive director as necessary. In each case, board members are expected to represent the interests of the association as a whole, and to report back to the board on a timely basis with respect to any relevant information gained as a result of participating on the committee, task force, etc. Further, the board has an accountability to communicate those same findings back to the membership in a timely manner.
9. Taking a broad provincial perspective on issues presented, whether they individually have been elected by all members, or to represent a particular district. Those board members who have been elected to represent a particular district are of course expected to bring

forward the concerns and perspectives of municipal councils within that district. However it is ultimately expected that each board member will consider every issue on the merits of its impacts on all AAMDC member municipalities.

10. Respecting the confidential nature of information which is often obtained as a result of membership on the board. The success of the AAMDC in representing rural and municipal interests is very clearly tied to the trust that has been established between the association and the provincial government. Board members are expected to respect that trust relationship, regardless of any personal political leanings.

In addition the roles and responsibilities noted above that apply equally to all board members, the following duties are specific to either the role of the president or vice president:

1. As president, it is understood that some inherent responsibilities include chairing the AAMDC board of directors and serving as the official spokesman and media representative for the AAMDC's official position.
2. It is further understood that the vice president has the formalized role of carrying on the duties of the president in his or her absence.

Non Pecuniary Interests:

1. Every Board member shall disclose on the Board member's *Statement of Disclosure* or otherwise under this policy, any position the Board member holds in an official capacity with any federal or provincial political party (whether registered and in good standing or otherwise).
2. A Board member shall disclose to the Board if the Board member announces intention to seek nomination as a candidate in an election under the Canada Elections Act, the Election Act (Alberta) or the Senatorial Selection Act (Alberta).
3. When a board member makes a disclosure under section 1, or announces an intention as set out in section 2 above, the Board member must, on an on-going basis, determine whether the activity referred to in section 1 or 2 above creates a conflict of interest for the Board member. If the Board member determines a conflict of interest has arisen, the board member must:
 - a. Notify the Board of the conflict;
 - b. Withdraw from any debate or discussion regarding the matter in conflict;
 - c. Abstain from voting on the matter in conflict;
 - d. Avoid influencing the voting on the matter in conflict;
 - e. Refrain from using the board member's position for any personal benefit in furtherance of the activity referred to in section 1; and
 - f. Where necessary, request a leave of absence or tender resignation
4. Where a board member has been selected as a candidate under section 2 above, the provisions of section 3 above continue to apply for the period leading up to the official

election period. When the writ is issued, the board member shall request and be granted a leave of absence until the official final results are declared.

5. Notwithstanding anything contained in section 3 or section 4 above, where a board member or the board member's campaign intends to solicit campaign contributions from any employee, director, supplier or member of AAMDC, where directly or indirectly, the Board member shall immediately notify the Chief Executive Officer and the Board member shall request and be granted a leave of absence for the duration of the campaign before accepting any such campaign contribution.
6. Notwithstanding anything contained in section 3 above, where a Board member has been declared the leader of a political party under section 2 above, the Board member must immediately resign from the board effective as of that date.
7. In any circumstance where the board determines a Board member has failed to adequately comply with the provision of this part, the Board may grant a leave of absence, or otherwise suspend the board member; or the Board may remove the board member in accordance with AAMDC Bylaws Part E, Section 14 which states, "*any Director (Board member), upon a majority vote of Full Members in good standing, may be removed from office for any cause which the Association may deem reasonable*"
8. A leave of absence or designation under this part is deemed to include a leave of absence or resignation from every position the Board member holds through appointment by the Board including the Boards of AAMDC subsidiaries and associated entities and any external Board or committee on which the Board member represents AAMDC.
9. The Chief Executive Officer will inform the Board of any matter arising under this part.

Appendix E: Appointment to Committees Policy

Purpose: To provide details regarding the participation of AAMDC members on committees created by the AAMDC as well as external committees. For the purpose of this policy the committees are identified as ad-hoc committees, external committees or the AAMDC Board Governance Review Committee.

Definitions:

Ad-Hoc Committees: The AAMDC utilizes ad-hoc committees in instances where a more specialized committee is required. Ad-hoc committees are formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

External Committees: The AAMDC is often requested to provide representation from the Association, via board, staff or member participation on external committees where rural or municipal perspective or other specific technical expertise is required. Some examples of external committees may include LAPP, Safety Codes Council, and Water Council, etc.

AAMDC Board Governance Review Committees: The AAMDC utilizes an AAMDC Board Governance Review Committee for the purpose of reviewing and providing recommendations on issues as they relate to the board governance structure of the AAMDC. Items for review by this Committee may include AAMDC bylaws, board member roles & responsibilities, board member remuneration and expenses, and the board election process as well as other board governance issues as directed by the Board of Directors. These reviews are deemed necessary to meet changing member needs, with a formal organization review occurring once every four (4) years, conducted by member representatives from each district and a board appointed, non-voting chairperson. The AAMDC Board Governance Review Committee will be appointed 3 years after municipal elections. Recommendations from the AAMDC Board Governance Review Committee will align with the current Strategic Direction.

General Guidelines:

- 1) The Board reserves the right to determine the mandate, term and membership of each committee established by the AAMDC. This includes the right to remove a board appointed member from any committee.
- 2) The AAMDC board recognizes that vast amounts of knowledge and expertise are present within member councils and administrators, and where appropriate, seeks to involve the membership at large in the work of the Association. Where appropriate, the Board also has the discretion to appoint expertise external to the membership. An example of such an appointment may be a retired elected official.

Guidelines for Ad-Hoc and AAMDC Board Governance Review Committee:

- 1) Ad-hoc committees will be established at the direction of the AAMDC Board of Directors to address a specific issue of importance.
- 2) An AAMDC Board Governance Review Committee will be established once every four years to undertake a formal organization review of the governance of the AAMDC. The

committee will be appointed in the 3rd year after municipal elections commencing Spring 2017.

- 3) Those eligible for appointment to an ad-hoc or AAMDC Board Governance Review Committee are generally elected or administrative municipal officials belonging to one of AAMDC's member municipalities. In particular for the AAMDC Board Governance Review Committee, besides one appointee from each District, there will also be a non-voting chair appointed by the AAMDC Board of Directors.
- 4) Where possible and appropriate, the Board will endeavor to represent the five districts when establishing and appointing members to committees.

The determination of appointments to an ad-hoc committee is one whereby a call for nominations for committee is distributed to the AAMDC membership with the intent that a representative can be selected from each of the five (5) AAMDC districts. The Board determine final committee appointments through the formal Request for Decision Process.

- 5) Terms of Reference shall be developed for all committees established by the AAMDC. The Terms of Reference shall include, but may not be limited to, the following:
 - objective,
 - mandate,
 - composition, including the AAMDC President as the ex-officio of all committees (with the exception of the AAMDC Board Governance Review Committee),
 - term,
 - reporting relationship,
 - confidentiality,
 - frequency of meetings,
 - required attendees at meetings,
 - committee secretariat, administrative and financial support

Guidelines for External Committees:

1. When considering committee formation requests, the Board and or the Executive Director shall consider the following:
 - Is this request a municipal issue?
 - Is it local, a regional or provincial in scope?
 - Is it a rural issue?
 - Is the AAMDC well-positioned to represent the issue?
 - Does this issue relate to the AAMDC's Strategic Plan?

2. At the Boards' organizational meeting following each annual general meeting, a review of all active committees requiring elected official representation is made with the exception of the AMMDC Board Governance Review Committee which has a four year term. A process is undertaken by the board to divide the committee workload. As part of this process, consideration is given to such things as inherent expertise, continuity, interest, time commitment, geography and financial obligations.
3. Upon receipt of a request for administrative staff or technical representation on an external committee, the Executive Director will determine the appropriate course of action to be taken in order to fill the request. Depending on the circumstance and committee requirements, the Executive Director may:
 - Appoint an AAMDC staff member to the committee,
 - Solicit appropriate technical expertise from within the membership, through a member bulletin, or from specific individuals known to administration,
 - Refer the request to the Board for their input and direction.

From: alberta.news@gov.ab.ca
To: [Carol Gabriel](#)
Subject: News Release: Help shape farm and ranch labour legislation
Date: March-06-17 12:30:57 PM

Help shape farm and ranch labour legislation

March 06, 2017 [Media inquiries](#)

Albertans are being encouraged to provide input on how provincial labour laws could apply to farms and ranches.

In May 2016, six technical working groups began developing recommendations on how employment standards, labour relations, and occupational health and safety requirements could be applied to meet the unique needs of the agriculture industry.

The technical working groups that were reviewing employment standards and labour relations have completed their work. Their recommendations are now posted online and Albertans will have until April 3 to provide feedback to government.

“I thank the members of the technical working groups for their hard work and dedication to this important process. The recommendations are an excellent starting point to ensure waged non-family farm workers have the same rights as other workers, while preserving the way of life that is the foundation of rural Alberta.”

Oneil Carlier, Minister of Agriculture and Forestry

“I’m pleased to share the first set of recommendations we received from the working groups. We promised we would seek feedback as we go through this process and I encourage Albertans to look at the recommendations and provide their honest and frank response. Your views are very important to us as we work together to get this right.”

Christina Gray, Minister of Labour

Both working groups were chaired by an independent and impartial individual with mediation, consensus and board governance experience. The groups included members from the agricultural sector, labour groups and technical experts.

"At the outset, Technical Working Group 1 unanimously committed to providing safe, fair and healthy workplaces reflecting the realities of Alberta's farm and ranch operations. We agreed to a dialogue rather than a debate, seeking to understand and share perspectives. Based on this shared understanding, the group was able to create recommendations for future regulations that best meet the unique interests and needs of Alberta's farm and ranch community."

David Gould, Chair of Employment Standards Technical Working Group

"Over the course of five days, a group of people with diverse interests came together to consider how the Labour Relations Code would apply to agricultural workers and employers. Those individuals committed to dialogue rather than debate and to listening to each other's viewpoints with an open mind. As Chair, I commend the hard work of all our participants."

Cheryl Yingst Bartel, Chair of Labour Relations Technical Working Group

Next steps

- Government will begin drafting legislative amendments based on the recommendations and public feedback received.
- Recommendations from the four technical working groups reviewing Occupational Health and Safety are expected in the near future.

The *Enhanced Protection for Farm and Ranch Workers Act* passed in December 2015 brings the protection and compensation of waged, non-family farm and ranch workers in line with similar protections in other sectors and other Canadian provinces.

Related information

- [Farm and Ranch](#)

Media inquiries

Matt Dykstra

587-985-9441
Press Secretary, Labour

Renato Gandia

587-988-9720
Press Secretary, Agriculture and Forestry

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HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, November 29th, 2016
5pm, High Level Seniors Center

PRESENT:

Allen Plantinga (Tolko)	Marissa Green (Norbord)
Boyd Langford (Member of Public)	Melanie Plantinga (Tolko)
Chris Mitchell (Town of Rainbow Lake)	Walter Sarapuk (MacKenzie County)
John Thurston (Hungry Bend Sandhills Society)	Evan Gardner (Peace River Constituency)
Dave Cook (CAREERS:The Next Generation)	Barry Toker (Watt Mountain Wanderers)

INFORMATION SENT:

Adam Marshall (Silvacom)	Exact Harvesting
Baptiste Metchooyeah (Dene Tha')	Fort Vermilion Heritage Center
Bernie Doerksen (LaCrete Polar Cats)	Fred Radersma (Norbord)
Beverly Noskiye (Peerless Trout First Nation)	Christine Malhmann (Agriculture & Forestry)
Carol Gabriel (Mackenzie County)	Keith Badger (Netaskinan Development)
Jon McQuinn (LRRF)	Kieran Broderick (Beaver First Nation)
Claude Duval (Watt Mnt Wanderers)	Lindee Dumas (LRRCN)
Connie Martel (Dene Tha')	Terry Jessiman (Agriculture & Forestry)
Conroy Sewepagaham (Lubicon Lake Nation)	Marilee Cranna Toews (Hungry Bend Sandhills Society)
Cory Ferguson (Paddle Prairie Metis Settlement)	Cheryl Ernst (High Level & District Chamber of Commerce)
Crystal McAteer (Town of High Level)	Paddle Prairie Metis Settlement
Dan Coombs (Agriculture & Forestry)	Sugu Thuraisamy (LRRF)
Dan Fletcher (Town of Rainbow Lake)	Treetech
Mike Cardinal (Tallcree First Nation)	Tristina Macek (N'Deh Ltd. Partnership)
Aaron Doepel (LaCrete Sawmills)	Matt Marcone (Echo Pioneer)
Paul Ebert (Agriculture & Forestry)	Terry Batt (Trapper's Association)
Mike Morgan (Town of High Level)	Brent Holick (LaCrete Polar Cats)
Harvey Sewpagaham (LRRCN)	

CALL TO ORDER 5:45pm

1. WELCOME & INTRODUCTIONS

2. ROUND TABLE

- a. **Barry Toker** - Trucks have been accessing the snowmobile trails via some of the lines which were opened during last year's logging operations. Aren't the companies required to close access to the lines as they abandon them? Allen responds that it depends on the conditions of the opening permits. The companies generally remove all creek and stream crossings but leave the lines open to permit access for reforestation activity.
- b. **John Thurston** – has not received any calls of concern about logging trucks. Allen has had some calls and has followed up on them. Tolko is continuing to use the “Geo Tab” monitoring system in their logging trucks. If someone calls and reports time, location, and direction of travel, we can often discover who the driver or truck is. Allen did see a truck in the ditch near the bridge over the Boyer river on highway 88. It was hauling conifer trees to Tolko. He does not have information about cause or when the accident occurred. The contractor is responsible for cleaning up the logs.
- c. **Barry Toker** – The information that was presented in the paper may have lead people to believe that the burner would be burning without emitting particulate. The ash being produced is greater than he expected. There is still a cooling period when preparing to clean the ash from the burner and a heating period again when firing it. During those times it does not burn as cleanly as when it is at it's optimum temperature. The ash is being removed from the burner less frequently than in the past so there are fewer heating/cooling cycles.
 - i. Is there environmental monitoring? We can find out. There was when the burner operated before. Do the monitoring devices draw air in? Or are they passive collectors of debris? Allen and Melanie do not know but will find out for next meeting.
 - ii. How long will the burner operate? Until the hog is consumed. The variance is for 9 months. Will an extension be requested or needed? Not likely. What should people whose businesses are effected by winter burner operations do about their concerns? All concerns should be brought to David Gilliespie, Plant Manager.
 - iii. Barry suggests that Tolko consider public relations work to help people understand that some ash is inevitable.

3. OLD BUSINESS

- 3.1 Debris at Cardlock – that situation appears to be under control. Trucks are stopping in the side yard at Tolko to check for debris. Tolko has reminded contractors to check for and remove debris in the pullout site provided and not at other areas around town.

4. NEW BUSINESS

4.1 Dave Cook, Forestry Consultant – CAREERS: The Next Generation, “The Forestry Futures Alliance”

See attached

- a. When was “Work Wild” established? In 2008 during the downturn in the forest industry to help encourage young people to consider careers in the forest industry.
- b. The emphasis of the projects discussed here seems to be aboriginal students. What about other students? The focus is aboriginal students because the program has begun with the broader community. The program is continuing for all students. Now John is going to reach students in isolated aboriginal communities and get them motivated and excited about opportunities available to them.
- c. The program focus seems to be junior and senior high students. Boyd has experience with much younger individuals who have dropped out of school. Can efforts be made to connect with younger students? Careers is giving John freedom to encourage younger children. John is working with students in elementary grades as well as older.

5. NEXT MEETING – Tentatively - Tuesday February 21st, 2017

6. MEETING ADJOURNED – 6:55pm

Boreal Housing Foundation
Organizational Committee Meeting
November 7, 2016 – 10:00 A.M.
Fireside Room – Heimstaed Lodge

In Attendance: George Friesen
John W Driedger
Paul Driedger
Wally Olorenshaw
Peter H. Wieler
Ray Toews
Michelle Farris
Joe Pastion – left the meeting at 1:03 pm
Trevor Mercredi – joined meeting at 10:17 am
Clark McAskile
Crystal McAteer

Guest: Loretta Bertol

Administration: Barbara Spurgeon, Chief Administrative Officer (Mackenzie Housing Management Board)
Lisa Braun, Chief Administrative Officer (High Level Housing Authority)
Evelyn Peters, Executive Assistant

Call to Order: Loretta Bertol called the Board meeting to order at 10:04 a.m.

Around Table Introductions

Agenda: **Approval of Agenda**

16-01 Moved by Peter Wieler

That the agenda be approved as distributed.

Carried

New Business: **Election of Chairperson**

16-02 Loretta Bertol asked for nominations for the position of Chair.

 Peter Wieler nominated George Friesen, George Friesen accepted.

 Ray Toews nominated Clark McAskile, Clark, McAskile declined.

 Loretta declared Nominations Cease.

 George Friesen as Chair by acclamation.

 George Friesen in the Chair at 10:25 am.

16-03 **Election of Vice-Chair**

 George Friesen asked for nominations for the position of Vice Chair.

 Clark McAskile nominated Ray Toews, Ray Toews accepted.

 Paul Driedger nominated John W Driedger, John W Driedger accepted.

 George Friesen declared Nominations cease.

 Carried

 Ray Toews as Vice-Chair by election.

Destroy all ballots

16-04 Moved by Ray Toews

 That all ballots be destroyed

 Carried

Appointment of Signing Authority

16-05

Moved by Ray Toews

That agenda item 3.3 be readdressed as agenda item 4.7

Carried

In Camera:

Land / Legal / Labour

16-06

Moved by John W Driedger

That the meeting move to in camera at 10:44 AM.

Carried

16-07

Moved by Wally Olorenshaw

That meeting move out of in camera at 10:59 AM

Carried

Chair George Friesen recessed the meeting at 11:00 a.m.

Chair George Friesen reconvened the meeting at 11:15 a.m.

Policies

16-08

Moved by Crystal McAteer

That Mackenzie Housing Management Board Policies be adopted as interim policies.

Carried

Policy Review Committee

16-09

Moved by Clark McAskile

That the following members form the Policy review committee: Wally Olorenshaw, Clarke McAskile, Crystal McAteer, John W Driedger, Trevor Mercredi

Carried

Location of Head Office

- 16-10 Moved by Crystal McAteer
That head office for Boreal Housing Foundation be at 9913-106 Street in La Crete.
Carried

Banking Business

- 16-11 Moved by Ray Toews
That Boreal Housing Foundation open an account with Alberta Treasury Branch.
Carried

2016 Boreal Housing Foundation Budget

- 16-12 Moved by Ray Toews
That the Boreal Housing Foundation budget be approved as presented.
Carried

Boreal Housing Foundation Logo

- 16-13 Moved by Paul Driedger
That the Logo be approved as presented
Carried
Chair George Friesen recessed the meeting at 12:10 pm.
Chair George Friesen reconvened the meeting at 12:30 pm.

Meeting Dates

- 16-14 Moved by Clark McAskile
That 2016 meeting dates be set as November 25, 2016, in La Crete, December 5 & 6, 2016 in High Level, and December 15, 2016 in La Crete.
Carried

Hiring of Chief Administrative Officer

16-15

Moved by Clark McAskile

That Barbara Spurgeon be appointed as interim Chief Administrative Officer to December 31, 2016

Carried

Appointment of Signing Authority

16-16

Moved by Michelle Farris

That Paul Driedger be authorized as Board signing authority.

Carried

Chair George Friesen recessed the meeting at 1:48 pm.

Chair George Friesen reconvened the meeting at 1:57 pm.

Orientation of New Board

Orientation binders presented to each board Member.

Loretta Bertol provided a power point presentation on legislation.

Barb Spurgeon provided a power point presentation with information on assets, budgets, and responsibilities of the Boreal Housing Foundation.

Next Meeting Date:

Regular Committee Meeting –November 25, 2016
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

Chair George Friesen adjourned the meeting of November 7, 2016 at 2:11 PM.

George Friesen, Chair

Evelyn Peters, Executive Assistant

Boreal Housing Foundation

Committee Board Meeting November 25, 2016 – 10:00 A.M. Fireside Room – Heimstaed Lodge

In Attendance:

George Friesen – Chair
Ray Toews – Vice Chair
John W Driedger
Paul Driedger
Wally Olorenshaw
Peter H. Wieler
Michelle Farris
Clark McAskile
Crystal McAteer

Missing:

Joe Pastion
Trevor Mercredi

Administration:

Barbara Spurgeon, Chief Administrative Officer (Mackenzie
Housing Management Board)
Evelyn Peters, Executive Assistant

Call to Order:

Chair George Friesen called the Board meeting to order at
10:00 a.m.

Agenda:

Approval of Agenda

16-17

Moved by John W Driedger

That the agenda be approved as distributed.

Carried

Minutes

16-18 Moved by Ray Toews

That the November 7, 2016 Organizational Committee Minutes be as amended as follows: Motion 16-09 That the following members form the Policy review committee: Wally Olorenshaw, Clark McAskile, Crystal McAteer, John W Driedger, Trevor Mercredi.

Carried

New Business:

Meeting Dates for 2017

16-19 Moved by Paul Driedger

That the Regular Meeting Dates for 2017 be set for the Last Thursday every of month.

Carried

Budget Assumptions

16-20 Moved by John W Driedger

That the proposed wage grid be approved for the 2017 budget year.

Carried

16-21 Moved by Ray Toews

That the proposed 2017 organizational chart be approved as presented.

Carried

16-22 Moved by Wally Olorenshaw

That the Northern Living Allowance be paid to all Boreal Housing Foundation staff regardless of where they are required to work.

Carried

- 16-23 Moved by Ray Toews
- That Boreal Housing Foundation will match employee contributions to Registered Retirement Savings Plan from 2% – 5% for the first 5 years of employment and up to 9% for employees working after 5 years.
- Carried
- 16-24 Moved by Wally Olorenshaw
- That medical/dental benefits remain the same as Mackenzie Housing Management Board's current provider.
- Carried
- Lodge Revenue 2017**
- 16-25 Moved by Michelle Farris
- That minimums and maximums for the Heimstaed lodge rent remain between \$1,200.00 and \$1,836.00.
- Carried
- 16-26 Moved by Peter Wieler
- That personal laundry services be increased to \$35.00 a month.
- Carried
- 16-27 Moved by John W Driedger
- That clients with scooters be charged \$10.00 per month for parking.
- Defeated

16-28

Moved by Wally Olorenshaw

That clients with scooters pay \$20.00 per month and clients with vehicles pay \$15.00 a month.

John W Driedger requested a recorded vote

Opposed – George Friesen, Ray Toews, Paul Driedger, Peter Wieler, Michelle Ferris, Clark McAskile, Crystal McAteer, John W Driedger

In-favor- Wally Olorenshaw,

Chair George Friesen recessed the meeting at 11:08 a.m.

Chair George Friesen reconvened the meeting at 11:15 a.m.

Crystal McAteer left the meeting at 11:57 am

John W Driedger left the meeting 12:03 am

Crystal McAteer rejoined the meeting at 12:05 pm

John W Driedger rejoined the meeting at 12:06 pm

Lodge and Capital Expenses

16-29

Moved by Clark McAskile

That the proposed 2017 Lodge budget be approved as amended.

Carried Unanimously

Chair George Friesen recessed the meeting at 12:06 p.m.

Chair George Friesen reconvened the meeting at 12:18 p.m.

In Camera:

Land / Legal / Labour

16-30

Moved by Michelle Farris

That the meeting move to in camera at 12:18 PM.

Carried

16-31 Moved by Peter Wieler

That meeting move out of in camera at 12:23 PM

Carried

16-32 Moved by Crystal McAteer

That Barbara Spurgeon be hired as Boreal Housing Foundation Chief Administrative Officer at the same salary and benefits as currently receiving from Mackenzie Housing Management Board.

Carried Unanimously

Supportive Living 2017 Budget

16-33 Moved by Clark McAskile

That the proposed 2017 supportive Living budget be approved as presented.

Carried Unanimously

Housing Budget

16-34 Moved by Wally Olorenshaw

That the proposed 2017 Housing budget be approved as presented.

Carried Unanimously

Information items

16-35 Moved by Peter Wieler

That the following be accepted for information.

- Commonly used Acronyms

Carried

Next Meeting Date: Strategic Planning Board Meeting –December 5 & 6, 2016
in High Level

Adjournment:
16-36

Moved by Michelle Farris

That the meeting of November 25, 2016 be adjourned at
1:06 PM.

George Friesen, Chair

Evelyn Peters, Executive Assistant

Boreal Housing Foundation
Strategic Planning Committee Meeting
December 5, 2016 – 10:00 A.M.
Fireside Room – Heimstaed Lodge

In Attendance:

George Friesen – Chair
Ray Toews – Vice Chair
John W Driedger
Paul Driedger
Wally Olorenshaw
Peter H. Wieler
Michelle Farris
Clark McAskile
Crystal McAteer

Administration:

Barbara Spurgeon, Chief Administrative Officer (Mackenzie Housing Management Board)
Lisa Braun, Chief Administrative Officer (High Level Housing Authority)
Evelyn Peters, Executive Assistant

Call to Order:

Chair George Friesen called the Strategic Planning meeting to order at 10:00 a.m.

Chair George Friesen welcomed Mike Osborne from Community Futures as the facilitator for this Strategic Planning Session.

Round table introductions

Mission Statement

16-37

Moved by Clark McAskile

That “To develop, implement and maintain high quality affordable and appropriate Housing” be adopted as a mission statement.

Carried

Vision Statement

16-38

Moved by Crystal McAteer

That “Provide quality versatile housing in our region” be adopted as a mission statement.

Carried

Discussion of the following items as follows:

Goals

- Regionally minded
- Expand affordable housing to other communities
- Aging in place – meeting the needs of Seniors
- Lodges – Senior Self Contained
- Senior Day Care
- Sustainable Funding
- Look for opportunities to provide self-sustainable programs
- Keeping in touch with Government for funding to provide programs
- Increase First Nation involvement
- Consistent open communication
- Delegations to Band Councils
- Board Education

Values

- Consistent Service
- Commitment to the organization
- Respect for all opinions
- Fairness and Equity
- Listen
- Appropriate Communication
- regional

Opportunities

- Socially minded Provincial Government
- Connection to Members of the Legislative Assembly
- Sustainable funding
- General support
- Strong Board means Strong Voice for needs

Strengths

- Merging entities
- Strong goal orientation
- Regionally minded
- Local knowledge
- Experience
- Merging with First Nations
- Programs and Policies in place
- Good partnership
- Flexible responses

Threats

- Current economy
- Recruitment
- Size of Region
- Frozen funding
- Political instability
- Lack of communication with MLA and Alberta Government

Weakness

- Geographic
- Lack of First Nation involvement
- Strong personalities
- Steep learning curve

Adjournment:

Chair George Friesen adjourned the Strategic Planning Committee meeting of December 5, 2016 at 2:00 PM.

George Friesen, Chair

Evelyn Peters, Executive Assistant

Boreal Housing Foundation

**Special Board Meeting
January 5, 2017 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance:

George Friesen – Chair
Ray Toews – Vice Chair
John W Driedger
Paul Driedger
Wally Olorenshaw joined at 10:10 am
Peter H. Wieler
Michelle Farris
Clark McAskile
Crystal McAteer
Trevor Mercredi

Missing:

Joe Pastion
Gus Loonskin
Rupert Meneen

Administration:

Barbara Spurgeon, Chief Administrative Officer

Call to Order:

Chair George Friesen called the Board meeting to order at 10:05 a.m.

Agenda:

Approval of Agenda

17-01

Moved by John W Driedger

That the agenda be amended to include:
3.3 Dissolution of High Level Housing
3.4 Rent Subsidy
3.6 High Level Lodge
4.4 Advertising

Carried

New Business:

Meeting with Minister Hoffman

17-02 Moved by Ray Toews

That Chief Administrative Officer and 2 board members be authorized to attend the meeting with Minister Hoffman.

Carried

Credit Cards

17-03 Moved by Ray Toews

That a combined Master card be applied for in the name of the Chief Administrative Officer and Housing Manager of Boreal Housing Foundation and that it not exceeds a combined maximum of \$10,000.00

Carried

Dissolution of High Level Housing Authority

17-04 Moved by Wally Olorenshaw

That the update be accepted as information

Carried

Rent Subsidy

17-05 Moved by Clark McAskile

That the update be accepted as information

Carried

High Level Lodge

17-06 Moved by Michelle Farris

That the update be accepted as information

Carried

Chair George Friesen called for recess at 10:55 am

Chair George Friesen reconvened the meeting at 11:00 am

In Camera:

Land / Legal / Labour

17-07

Moved by Michelle Farris

That the meeting move to in camera at 11:00 AM.

Carried

17-08

Moved by Michelle Farris

That meeting move out of in camera at 11:45 AM

Carried

Chair George Friesen called for recess at 11:45 a.m.

Chair George Friesen reconvened the meeting at 12:30 pm

17-09

Moved by Michelle Farris

That the meeting move to in camera at 12:30 pm.

Carried

17-10

Moved by John W Driedger

That meeting move out of in Camera at 2:08 pm

Carried

Chair George Friesen called for recess at 2:08 PM

Chair George Friesen reconvened the meeting at 2:13 pm

17-11

Moved by Paul Driedger

That the meeting move to in camera at 2:13 PM

Carried

17-12

Moved by Ray Toews

That meeting move out of in camera at 2:46 PM

Carried

17-13

Moved by Clark McAskile

That the Chief Administrative Officer position be offered to Mary Mercredi.

Carried

17-14

Moved by Wally Olorenshaw

That the salary offered be \$95,000 and reevaluate after a 6-month probation.

Carried

Next Meeting Date:

Next Regular Board Meeting January 26, 2017 at 10:00 am in La Crete at the Heimstaed Lodge

Adjournment:

17-15

Moved by Clark McAskile

That the Special Meeting of January 5, 2017 be adjourned at 2:51 PM.

George Friesen, Chair

Barbara L Spurgeon
Chief Administrative Officer

Boreal Housing Foundation

**Regular Board Meeting
January 26, 2017 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance: George Friesen – Chair
John W Driedger
Peter H. Wieler
Michelle Farris
Crystal McAteer

Missing: Ray Toews – Vice Chair
Paul Driedger
Wally Olorenshaw
Clark McAskile
Trevor Mercredi
Joe Pastion
Gus Loonskin
Rupert Meneen

Administration: Mary Mercredi, Chief Administrative Officer
Evelyn Peters, Executive Assistant
Barbara Spurgeon,

Call to Order: At 10:30 AM Chair George Friesen declared “No Meeting”
due to Board Member attendance did not meet quorum.

George Friesen, Chair

Evelyn Peters
Executive Assistant

March 10, 2017

Northern Alberta Broadband Preparedness Project

Since our first information bulletin on November 3, 2016, the *Northern Alberta Broadband Preparedness Project* partners and project team have reached the following key project milestones:

- Completed 16 in-person community engagement sessions.
- Developed an inventory of current services providers; potential assets that could be leveraged to support enhancing broadband infrastructure; and current and planned civil infrastructure and works in northern Alberta.

These activities largely complete Phase 1, Current State of the project, as depicted in this schematic. Work is underway to compile collected data and preparation of Phases 2, and 3, for the NADC region as a whole, including individual sub-regions for each northern Alberta Regional Economic Development Alliance.



On behalf of the project partners and project team, we would like to thank those municipalities, First Nations communities, Métis Settlements, Internet Service Providers, and other stakeholders who took part in the community sessions and provided input and shared information and data for this study.

The project team has received a three month extension for project completion to June 30, 2017. If there are any projects or studies (e.g. community collaboration, industrial plant startup) that your community has completed or plan to undertake that could inform this project, **there is still time to include information about them in the Current State.**

With your help, our goal is to make this important study as complete and comprehensive as possible. The project team encourages those who would like **to contribute further, to please follow up with Doris and Les Regula**, *Regula & Associates Consulting Ltd.*, 780-464-6769, 780-991-6494 (c) or email: dregula@shaw.ca.

As we heard at the community engagement sessions, high-speed broadband is vital, and northern Alberta residences and businesses face significant barriers to attaining advanced broadband. Meeting northern Alberta's broadband challenges will require coordination and collaboration on the part of all stakeholders.

Following the completion of this project in June 2017, northern Alberta REDAs will host seminars to present the final deliverables of this project in their regions.

For more information about this project, contact Dayna Brosseau, Senior Northern Development Officer at 780-815-4043 (to call toll free within Alberta dial 310-0000) or email dayna.brosseau@gov.ab.ca.

Visit the NADC's web and social media sites:

NADC: www.nadc.ca

Student funding: www.nadc.ca



Northern Alberta Development Council (NADC)

@NADCca

Energizing the North

Join us! Seminar on **alternative and renewable energies**

Geothermal | Solar | Wind | Bioenergy



Register now!

[March 28, 2017 | Athabasca](#)

[March 30, 2017 | Peace River](#)

- Hear about **northern Alberta's potential** for alternative and renewable energies
- Listen to **success stories**
- Learn about **community energy cooperatives** and **potential business opportunities**
- Find out about **funding** programs

[March 28](#) Athabasca University, Room #106, Governing Council Chambers, 1 University Drive, Athabasca

[March 30](#) Belle Petroleum Centre, 9403 - 94 Street, Peace River

8:30 AM to 4:15 PM

No fee!
Lunch provided

Topic Specialists

Geothermal - Scott Andrews, Canadian Geothermal Energy Association

Solar - Julia-Maria Becker, Pembina Institute

Wind - Marc Stachiw, Alberta Wind Energy Corporation

Bioenergy - Morley Kjargaard, Environmental and Renewable Industries Unit, Industry Development Branch, Economic Development and Trade

Community Energy Cooperatives - Seth Leon, Alberta Community & Cooperative Association

Community Projects

Geothermal - Chris King, County of Grande Prairie (March 28, Athabasca)

- Rob Mackin, Town of Hinton (March 30, Peace River)

Solar - Dave LeBlanc, Northern Sunrise County (March 30, Peace River)

Bioenergy - TBA

Funding

Municipal - Municipal Climate Change Action Centre

Farm - AB Agriculture and Forestry, On Farm Energy Systems

Other - NADC, highlights of other programs

More details →

Participants will receive a

Community Energy Cooperative Toolkit

Highlights of northern Alberta's potential | [Case-studies of community-owned projects](#)
[Cooperative ownership 'how-to's](#) | [Guide to Cooperative Incorporation](#)

Seminar contents



Experts in geothermal, solar, wind, and bioenergy technologies will answer these questions:

- What are the current uses and the effectiveness of various alternative and renewable energies?
- What is the potential for this type of energy in Northern Alberta?
- What business opportunities could there be?
- What are the barriers and opportunities to actualization?



Community representatives will share their experiences:

- The process to consider and implement the technology
- The business case and the lessons learned



The Alberta Community & Cooperative Association will highlight:

- History of energy distribution cooperatives to rural areas
- The cooperative potential
 - Examples from across Canada and beyond
 - Pros and cons of cooperative ownership
 - Ways to access local capital
- Supports available to establish a cooperative



Funders and NADC will highlight sources of funds to support projects.



A short discussion will help identify next steps and additional supports needed:

- What opportunities do you see in your area for alternative or renewable energy usage?
- Are you interested in pursuing these possibilities? If yes, what motivates you? If not, why not?
- What opportunities or obstacles do you see in implementing alternative or renewable energy?
- Are there others you can collaborate with?
- What supports would be helpful to move forward?

To register

Click [March 28 Athabasca](#) or [March 30 Peace River](#)

No fee!
Lunch provided